

Employee PTO policy

Policy brief & purpose

What is an Employee PTO policy?

Our **Employee PTO policy** or **paid time off policy** refers to the amount of time off we offer to our employees per calendar year. Paid time off can be considered equivalent to vacation time, but employees can use it any way they want.

This policy outlines the accrual process for paid time off, and how employees can manage this benefit.

Scope

This policy applies to all employees.

Policy elements

We offer *7 days of annual PTO* to our full-time, permanent employees with at least one year of service. These employees can use their PTO after their anniversary, and is available until the final day before their next anniversary.

You can file a request for PTO with your manager by utilizing a time off request form. When requesting your PTO, you needn't specify the reason of your request. If your PTO extends more than *three days*, we ask you to schedule it at least *two weeks* in advance.

Please try to use your PTO throughout the year and not accumulate your entire leave for the end. Unused PTO *may not* be passed on to the next calendar year.

Unpaid Leave. In some cases an employee may use up all their PTO and still need to be absent from work. In such cases, we may consider granting that employee unpaid time off. This doesn't include cases when employees need to take sick leave or parental leave. These types of leave are separate.

Disclaimer: This PTO policy template is meant to provide general guidelines and should be used as a reference. It may not take into account all relevant local, state or federal laws and is not a legal document. Neither the author nor Innevape will assume any legal liability that may arise from the use of this policy.