

Time-Off Policy Document

1. Introduction At **Steakhouse**, we recognize the importance of work-life balance. This document outlines our policies on paid time off (PTO), sick leave, and other leave benefits available to employees.

2. Paid Time Off (PTO)

2.1 Eligibility:

- All full-time employees are eligible for PTO.
- PTO accrual begins on the first day of employment.

2.2 Accrual Rate:

- Employees accrue PTO based on their tenure:
 - 0-1 year: 10 days per year
 - 1-5 years: 15 days per year
 - 5+ years: 20 days per year
- Unused PTO may be carried over to the following year, up to a maximum of 30 days.

2.3 Requesting PTO:

- PTO requests should be submitted at least two weeks in advance.
- Approval is subject to business needs and workload considerations.

- PTO requests are managed through the company's HR portal.
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3. Sick Leave

3.1 Eligibility:

- All employees, including part-time staff, are eligible for sick leave.

3.2 Usage:

- Employees may use sick leave for personal illness, medical appointments, or caring for an immediate family member.
- Employees must notify their manager as soon as possible if they need to take sick leave.

3.3 Documentation:

- A medical certificate is required for absences longer than three consecutive days.
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4. Other Leave Policies

4.1 Parental Leave:

- New parents (including adoptive and foster parents) are eligible for up to 12 weeks of parental leave.
- At least six weeks of leave is paid for eligible employees.

4.2 Bereavement Leave:

- Employees may take up to five days of paid leave following the loss of an immediate family member.

4.3 Unpaid Leave:

- Employees may request unpaid leave for personal reasons, subject to management approval.
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5. Holiday Schedule

- The company provides paid holidays following federal and state laws.
 - A complete list of holidays is published at the beginning of each calendar year.
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6. Conclusion This policy is designed to help employees manage their time off while ensuring business continuity. If you have any questions or need clarification, please contact the HR department.

For further information, refer to the Employee Handbook or reach out to HR.