

Paid Time Off (PTO) Policy

Purpose

This policy provides guidelines for accruing, using, and carrying over paid time off (PTO) to support work-life balance, allowing employees time for vacation, personal matters, illness, or other needs.

Eligibility

All full-time employees are eligible for PTO accrual starting from their date of hire. Part-time employees may accrue PTO on a pro-rated basis. New hires may have a 90-day waiting period before using accrued PTO.

Accrual

PTO accrues based on hours worked or length of service. For example:

- Employees accrue PTO at a rate of [X] hours per pay period, equating to [Y] days per year (customize based on company standards, e.g., 15-20 days annually).

Accrual details will be outlined in individual employment contracts.

Carryover

Up to 5 unused PTO days may be carried over to the next calendar year. Any excess unused PTO will be forfeited at the end of the year unless otherwise approved (e.g., for extenuating circumstances).

Usage

- PTO can be used for vacations, sick days, personal errands, or family obligations.
- Requests must be submitted at least two weeks in advance for planned absences, via the company's HR system or form.
- Approvals are based on business needs, team coverage, and seniority.
- PTO may not be used during blackout periods (e.g., peak business seasons) without prior approval.

Payout Upon Termination

Unused PTO may be paid out upon termination, subject to state laws and company discretion (e.g., up to the carryover limit).

Procedure

1. Submit PTO requests to your manager for approval.
2. Track your PTO balance through the HR portal.
3. For unplanned absences (e.g., illness), notify your manager as soon as possible.

This policy ensures fair and consistent application while complying with applicable laws.