

MadeUpName, LLC
Paid Time Off (PTO) Policy

Purpose

MadeUpName, LLC provides Paid Time Off (PTO) to support employee well-being, work-life balance, and rest. This policy outlines how PTO is accrued, requested, and used.

Scope

This policy applies to all full-time and part-time employees of MadeUpName, LLC. Contractors and interns may follow separate agreements.

1. PTO Accrual

- Full-time employees accrue PTO based on length of service:
- 0–2 years: 15 days per year (1.25 days per month)
- 3–5 years: 20 days per year (1.67 days per month)
- 6+ years: 25 days per year (2.08 days per month)
- Part-time employees accrue PTO on a prorated basis.
- Accrual begins on the first day of employment but PTO cannot be used until the completion of the 90-day introductory period.

2. Carryover and Payout

- Employees may carry over up to 5 unused PTO days into the next calendar year.
- Unused PTO beyond this limit will be forfeited unless required by law.
- Accrued but unused PTO is paid out upon termination in accordance with New York labor law.

3. PTO Requests

- PTO requests must be submitted at least two weeks in advance through the company's HR system.
- Approval is subject to team workload and business needs.
- Emergencies and sick days should be reported to the manager as soon as possible.

4. Holidays

MadeUpName, LLC observes the following paid holidays:

New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day.

If a holiday falls on a weekend, the company may observe it on the nearest weekday.

5. Sick and Personal Days

PTO includes vacation, personal, and sick time. Employees may use PTO for illness, medical appointments, family care, or personal matters.

6. Unscheduled Absences

Employees must notify their manager as soon as possible when unexpected absences occur. Excessive unscheduled absences may lead to a performance discussion.

7. Bereavement Leave

Employees may take up to three paid days off for the death of an immediate family member. Additional unpaid leave may be granted at the manager's discretion.

8. Jury Duty and Voting Leave

Employees called for jury duty or civic obligations will be granted leave in compliance with New York State and federal law.

9. Tracking and Recordkeeping

HR will maintain records of PTO balances. Employees are encouraged to track their own balances using the HR system.

Effective Date: January 2025

Next Review Date: January 2026

Policy Owner: Human Resources Department