

Vacation, PTO, and Time Off Request Policy

Effective Date: September 20, 2025

Approved By: Jane Smith, HR Director

Applies To: All Employees of **Acme Corporation**

1. Purpose

This policy outlines the guidelines for vacation time, paid time off (PTO), and other time off requests at **Acme Corporation**. The goal is to provide employees with flexibility to take time away from work while ensuring adequate business coverage.

2. Scope

This policy applies to all full-time and part-time employees of **Acme Corporation**.

3. Types of Time Off

Type	Description	Accrual/Allotment	Eligibility
Vacation	Paid time off for personal use (e.g., leisure, travel).	15 days/year (1.25 days/month)	Full-time employees
Sick Leave	Paid leave for personal illness or medical appointments.	5 days/year	All employees
Personal Days	Paid time off for personal matters (e.g., appointments, family obligations).	2 days/year	Full-time employees
Unpaid Leave	Time off without pay, subject to manager approval.	Case-by-case basis	All employees
Holidays	Paid company-observed holidays.	10 days/year	All employees

4. Accrual & Carryover

- Vacation time accrues monthly and may be carried over up to **5 unused days** into the following calendar year.
 - PTO does not accrue during unpaid leaves of absence.
 - Any unused sick or personal days do **not carry over**.
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5. Request Process

1. **Submit Request:** Employees must submit time-off requests at least **two weeks in advance** via the HR portal or by completing a Time Off Request Form.
 2. **Approval:** Managers review requests within **3 business days** to ensure business coverage.
 3. **Priority:** Requests are approved on a **first-come, first-served basis**.
 4. **Emergency Leave:** Exceptions may be granted for emergencies (e.g., illness, family emergencies).
 5. **Documentation:** HR retains all approved requests in employee records.
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6. Employee Responsibilities

- Plan vacation and PTO requests in advance.
 - Submit requests through the designated HR system.
 - Ensure workloads are managed or delegated prior to leave.
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7. HR/Manager Responsibilities

- Maintain accurate records of time-off balances.
 - Ensure fair and consistent approval of time-off requests.
 - Monitor compliance with federal, state, and local labor laws.
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8. Sample Employee Data

Employee Name: Michael Anderson
Job Title: Software Engineer
Department: IT
Hire Date: January 10, 2023

Accrued Balances (as of September 20, 2025):

- **Vacation:** 9 days available
- **Sick Leave:** 3 days available
- **Personal Days:** 2 days available
- **Unpaid Leave:** Not applicable

Time Off Requests (2025):

Request Date	Leave Type	Dates Requested	Status	Manager Comments
March 1, 2025	Vacation	March 20–24, 2025 (5 days)	Approved	Coverage arranged with team.
June 15, 2025	Sick Leave	June 16, 2025 (1 day)	Approved	Doctor’s note provided.
September 5, 2025	Personal Day	September 25, 2025 (1 day)	Pending	Will review workload.
September 10, 2025	Vacation	October 15–18, 2025 (4 days)	Approved	Approved for family travel.

9. Confidentiality

All time-off requests are handled confidentially and shared only with HR and management.

10. Policy Review

This policy will be reviewed annually and updated to remain in compliance with employment law and company practices.