

# Time Off and Leave Policy

**Effective Date:** April 7, 2025

**Last Revised:** April 7, 2025

**Policy Owner:** Human Resources Department

## Purpose

This policy establishes guidelines for managing various types of employee time off and leave at [Company Name], ensuring compliance with applicable laws while supporting work-life balance and employee wellbeing.

## Scope

This policy applies to all regular full-time and part-time employees of [Company Name]. Eligibility for specific types of leave may vary based on employment status, length of service, and applicable laws.

## Paid Time Off (PTO)

### Accrual

Full-time employees accrue PTO according to the following schedule:

Years of Service	Annual PTO Accrual	Maximum Accrual Cap
0-2 years	15 days (120 hours)	180 hours
3-5 years	20 days (160 hours)	240 hours
6+ years	25 days (200 hours)	300 hours

Part-time employees who regularly work 20+ hours per week accrue PTO on a pro-rated basis.

PTO accrues on a per-pay-period basis. Once an employee reaches their maximum accrual cap, no additional PTO will accrue until the balance falls below the cap.

### Usage and Scheduling

- PTO may be used for vacation, personal days, personal illness, family illness, appointments, or any other personal time off needs.
- PTO must be scheduled and approved in advance except in cases of unexpected illness or emergency:

- For 1-2 days: Minimum 3 business days' notice recommended
  - For 3-5 days: Minimum 2 weeks' notice recommended
  - For 5+ days: Minimum 4 weeks' notice recommended
3. PTO requests are subject to departmental workload and staffing requirements and may be denied based on business needs.
  4. PTO can be taken in minimum increments of one hour.
  5. Employees must use available PTO for any full or partial day absences before taking unpaid leave, except where prohibited by law.

## **Carryover and Payout**

1. Employees may carry over unused PTO from one calendar year to the next, up to the maximum accrual cap.
2. Upon voluntary termination with at least two weeks' notice, employees will receive payment for accrued, unused PTO up to a maximum of 80 hours.
3. Employees terminated for cause or who resign without proper notice forfeit all unused PTO.

## **Holidays**

### **Observed Holidays**

[Company Name] observes the following holidays:

1. New Year's Day
2. Martin Luther King Jr. Day
3. Presidents' Day
4. Memorial Day
5. Juneteenth
6. Independence Day
7. Labor Day
8. Thanksgiving Day
9. Day after Thanksgiving
10. Christmas Eve
11. Christmas Day

When a holiday falls on a weekend, it will be observed on either the preceding Friday or following Monday as determined by the company.

## **Holiday Pay**

1. Regular full-time employees receive 8 hours of holiday pay for observed holidays.
2. Regular part-time employees receive pro-rated holiday pay based on their standard work hours.
3. Employees must work their scheduled day before and after the holiday to receive holiday pay, unless using approved PTO.
4. Non-exempt employees required to work on a holiday will receive holiday pay plus their regular hourly rate for hours worked.

## **Sick Leave**

In addition to PTO, employees accrue dedicated sick leave to comply with applicable state and local laws.

## **Accrual and Usage**

1. Full-time employees accrue 40 hours (5 days) of sick leave per year.
2. Part-time employees accrue sick leave on a pro-rated basis.
3. Sick leave may be used for:
  - Employee illness or injury
  - Medical or dental appointments
  - Caring for an ill or injured family member
  - Preventive care
  - Reasons related to domestic violence, sexual assault, or stalking
  - Other reasons required by applicable law

## **Notification and Documentation**

1. Employees must notify their supervisor as soon as possible when using sick leave.
2. For absences exceeding 3 consecutive workdays, a doctor's note may be required.
3. Sick leave may require advanced scheduling for planned medical procedures or appointments.

## **Carryover and Payout**

1. Up to 40 hours of unused sick leave may carry over to the following year.
2. Sick leave is not paid out upon termination of employment.

## **Family and Medical Leave (FMLA)**

### **Eligibility**

Employees are eligible for FMLA leave if they:

1. Have worked for the company for at least 12 months
2. Have worked at least 1,250 hours during the 12-month period immediately preceding the leave
3. Work at a location where at least 50 employees are employed within 75 miles

## **Qualifying Reasons**

Eligible employees may take up to 12 workweeks of unpaid, job-protected leave in a 12-month period for the following reasons:

1. Birth of a child and to bond with the newborn child
2. Placement with the employee of a child for adoption or foster care
3. Care for the employee's spouse, child, or parent who has a serious health condition
4. A serious health condition that makes the employee unable to perform job functions
5. Any qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a covered military member on covered active duty

Eligible employees may also take up to 26 workweeks of unpaid leave in a single 12-month period to care for a covered servicemember with a serious injury or illness when the employee is the spouse, child, parent, or next of kin of the servicemember.

## **Request Process**

1. Employees must provide 30 days' advance notice when the need for leave is foreseeable.
2. For unforeseeable leave, employees must provide notice as soon as practicable.
3. Employees must complete a Leave Request Form and provide appropriate certification.

## **Benefits During Leave**

1. Health insurance benefits continue during FMLA leave with the same employee contribution.
2. Employees do not accrue PTO or sick leave during unpaid FMLA leave.
3. Upon return from FMLA leave, employees will be restored to their original position or an equivalent position.

## **Parental Leave**

### **Eligibility**

Full-time employees who have been employed for at least 12 months are eligible for parental leave.

## Leave Entitlement

1. **Primary Caregiver:** 12 weeks of leave, with the first 6 weeks paid at 100% of regular salary and the remaining 6 weeks paid at 60% of regular salary.
2. **Secondary Caregiver:** 4 weeks of leave paid at 100% of regular salary.

Parental leave must be taken within 12 months of the child's birth or placement for adoption or foster care.

## Coordination with Other Leave

Parental leave runs concurrently with FMLA leave and any applicable state family leave laws.

## Bereavement Leave

Employees are eligible for paid bereavement leave as follows:

1. **Immediate Family (spouse, child, parent, sibling):** 5 paid days
2. **Extended Family (grandparent, grandchild, in-law, aunt, uncle):** 3 paid days
3. **Close Friend or Other Relative:** 1 paid day

Additional unpaid time may be approved on a case-by-case basis.

## Jury Duty and Witness Leave

1. Employees will receive regular pay for up to 10 days of jury duty.
2. Employees must provide a copy of the jury summons and documentation of service.
3. Employees are expected to report to work when the court schedule permits.

## Military Leave

Military leave will be granted in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and applicable state laws.

## Voting Time

Employees who do not have sufficient time outside of working hours to vote may take up to 2 hours of paid time off at the beginning or end of their shift to vote in public elections.

## Unpaid Personal Leave

In extenuating circumstances, employees may request unpaid personal leave for up to 30 calendar days. Approval is at the discretion of management and based on business needs.

## Administration

### Requesting Leave

1. All leave requests must be submitted through the Time and Attendance System.
2. Supporting documentation may be required depending on the type of leave.
3. Approval workflows vary by leave type and duration.

### Return to Work

1. Employees returning from medical leave may be required to provide fitness-for-duty certification.
2. Employees should confirm their return date at least 3 business days in advance.
3. In some cases, a return-to-work meeting may be required.

### Policy Exceptions

Exceptions to this policy may be granted only by the Director of Human Resources or higher authority.

For questions regarding this policy, please contact Human Resources at [hr@companyname.com](mailto:hr@companyname.com).

### Acknowledgment

I acknowledge that I have read and understand [Company Name]'s Time Off and Leave Policy. I understand that violations of this policy may result in disciplinary action.

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Employee Signature

Date

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Employee Name (Printed)