

Internet Brands – Paid Time Off (PTO) Policy

For demonstration purposes only

Overview

Internet Brands provides Paid Time Off (PTO) to eligible employees to support rest, personal needs, and work-life balance.

Accrual

PTO is accrued based on employment status and tenure. Accrual rates are outlined in the employee handbook.

Requesting PTO

Employees should:

- Submit PTO requests through the internal HR system
- Provide reasonable notice when possible
- Obtain manager approval before taking PTO

Usage Guidelines

PTO may be used for vacation, personal time, or illness. PTO usage should not disrupt business operations.

Carryover

Unused PTO may be subject to carryover limits depending on location and local regulations.