

## **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.