

# Time Off and Leave Management Policy

TechFlow Solutions, Inc.

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**Effective Date:** January 1, 2024

**Last Revised:** December 15, 2023

**Policy Owner:** Michael Torres, Chief People Officer

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## 1. PURPOSE AND SCOPE

This policy establishes time off accrual rates, approval workflows, and leave management procedures for TechFlow Solutions employees. It applies to all full-time and part-time employees across our 150-person organization, ensuring work-life balance while maintaining business operations.

## 2. PAID TIME OFF (PTO) ACCRUAL RATES

### 2.1 Accrual Schedule by Tenure

**Years 0-2 (New Employees):** - **Accrual Rate:** 15 days annually (1.25 days per month) - **Monthly Accrual:** 10 hours for full-time employees - **Probation Period:** No PTO usage during first 90 days, but accrual begins immediately - **Pro-Rated:** Part-time employees receive pro-rated accrual based on scheduled hours

**Years 3-5 (Experienced Employees):** - **Accrual Rate:** 20 days annually (1.67 days per month) - **Monthly Accrual:** 13.33 hours for full-time employees - **Automatic Increase:** Accrual rate increases on employment anniversary date - **Notification:** HR sends automatic notification of increased accrual rate

**Years 6+ (Senior Employees):** - **Accrual Rate:** 25 days annually (2.08 days per month) - **Monthly Accrual:** 16.67 hours for full-time employees - **Maximum Accrual:** Cap at 40 days (320 hours) to encourage usage - **Executive Level:** C-level and VPs receive 30 days annually

### 2.2 Accrual Caps and Carryover

**Maximum Accrual Limits:** - **0-2 Years:** 30 days maximum accrual (240 hours) - **3-5 Years:** 35 days maximum accrual (280 hours) - **6+ Years:** 40 days maximum accrual (320 hours) - **Use-It-or-Lose-It:** Accrual stops when maximum reached

**Annual Carryover Policy:** - **Carryover Limit:** Maximum 5 days (40 hours) carry to next calendar year - **Deadline:** Carryover must be used by March 31st of following year - **Forfeiture:** Unused carryover time forfeited after March 31st - **Exception Process:** Director approval required for carryover extensions

**Payout Policy:** - **Termination Payout:** All accrued PTO paid out upon termination - **California Compliance:** Full payout per California labor law - **Final Paycheck:** PTO payout included in final paycheck - **Maximum Payout:** Limited to accrual cap amounts

## 2.3 Part-Time and Contract Employee Policies

**Part-Time Employee Accrual:** - **Eligibility:** Employees working 20+ hours per week - **Pro-Rated Accrual:** Based on percentage of full-time schedule - **Example:** 50% schedule = 50% of full accrual rate - **Minimum Increment:** 2-hour minimum PTO usage increments

**Contract Employee Policy:** - **No PTO Accrual:** Contractors not eligible for company PTO - **Unpaid Time Off:** Available with manager approval - **Contract Terms:** Time off provisions specified in individual contracts - **Conversion:** PTO eligibility begins upon conversion to full-time employee

## 3. APPROVAL WORKFLOWS

### 3.1 Standard Approval Process

**Employee Submission:** 1. **Request Submission:** Submit via BambooHR self-service portal 2. **Advance Notice:** Minimum 2 weeks notice for planned time off 3. **Required Information:** Dates, duration, coverage arrangements, emergency contact 4. **Calendar Integration:** Automatic calendar blocking upon submission

**Manager Review (Within 3 Business Days):** 1. **Coverage Assessment:** Verify adequate coverage arrangements 2. **Business Impact Review:** Assess impact on projects and deliverables 3. **Team Coordination:** Ensure no conflicts with other team members' time off 4. **Approval/Denial:** Decision with comments if denied

**Automatic Notifications:** - **Employee Notification:** Immediate email notification of approval/denial - **Team Notification:** Optional team calendar notification - **HR Notification:** Automatic HR system update - **Payroll Integration:** Automatic payroll system notification

### 3.2 Emergency and Last-Minute Requests

**Same-Day Requests:** - **Manager Approval:** Phone or Slack approval acceptable - **Documentation:** Follow-up submission in BambooHR within 24 hours - **Sick Leave:** No advance approval required for illness - **Family Emergency:** Immediate approval for documented family emergencies

**Short-Notice Requests (Less than 2 weeks):** - **Business Justification:** Reason required for short-notice requests - **Coverage Impact:** Enhanced coverage planning required - **Manager Discretion:** Approval based on business

needs and coverage - **Documentation:** Additional documentation may be required

### 3.3 Escalation and Override Process

**Denial Appeals:** 1. **Initial Discussion:** Employee discusses concerns with direct manager 2. **HR Consultation:** HR Business Partner consultation if resolution not reached 3. **Director Review:** Department director review for complex situations 4. **Final Decision:** HR Director final decision on escalated denials

**Emergency Overrides:** - **Family Medical Emergency:** Immediate approval with post-approval documentation - **Bereavement:** Immediate approval with separate bereavement leave application - **Jury Duty:** Automatic approval with court documentation - **Military Service:** Protected leave with appropriate documentation

## 4. BLACKOUT PERIODS

### 4.1 Company-Wide Blackout Periods

**End of Quarter Blackouts:** - **Q1 Blackout:** March 15-31 (fiscal year-end close) - **Q2 Blackout:** June 15-30 (mid-year planning) - **Q3 Blackout:** September 15-30 (budget planning) - **Q4 Blackout:** December 15-31 (year-end close)

**Exceptions to Blackout Periods:** - **Pre-Scheduled Time Off:** Requests approved before blackout announcement honored - **Emergency Situations:** Medical emergencies and family crises - **Essential Personnel Only:** Critical roles may have extended blackouts - **Executive Approval:** C-level approval can override blackout restrictions

### 4.2 Department-Specific Blackout Periods

**Sales Team Blackouts:** - **End of Month:** Last 3 business days of each month - **Sales Conferences:** Major industry conference periods - **Product Launches:** 2 weeks before and 1 week after major launches - **Customer Meetings:** No time off during scheduled customer events

**Engineering Team Blackouts:** - **Release Periods:** 1 week before and after major product releases - **Migration Events:** During planned system migrations - **Security Updates:** During critical security patch deployments - **Code Freezes:** During designated code freeze periods

**Customer Success Blackouts:** - **Customer Renewals:** During peak renewal periods (typically Q4) - **Implementation Seasons:** Peak customer onboarding periods - **Conference Season:** Major customer conference attendance periods - **Support Coverage:** Minimum staffing requirements always maintained

### 4.3 Blackout Communication and Planning

**Advance Notice:** - **Annual Calendar:** Published 12 months in advance  
- **Quarterly Updates:** Adjustments communicated 90 days in advance -  
**Monthly Reminders:** Email reminders sent monthly before blackouts - **Team Meetings:** Discussed in team meetings and planning sessions

**Alternative Arrangements:** - **Pre-Blackout Time Off:** Encouraged to take time off before blackout periods - **Post-Blackout Priority:** Priority scheduling for time off immediately after blackouts - **Comp Time:** Additional time off consideration for working during blackouts - **Flexible Arrangements:** Remote work and flexible hours during blackout periods

## 5. COVERAGE REQUIREMENTS

### 5.1 Coverage Planning Standards

**Minimum Coverage Requirements:** - **Customer-Facing Roles:** 100% coverage required during business hours - **Engineering Teams:** 75% minimum staffing for ongoing projects - **Support Functions:** 50% minimum staffing with cross-training - **Management Roles:** Designated backup decision-maker identified

**Coverage Documentation:** - **Coverage Plan:** Detailed plan required for absences >3 consecutive days - **Contact Information:** Emergency contact and availability schedule - **Handoff Documentation:** Project status and critical task documentation - **Access Credentials:** Temporary access arrangements for covering employee

### 5.2 Cross-Training and Backup Systems

**Cross-Training Programs:** - **Role Documentation:** Comprehensive documentation of job responsibilities - **Knowledge Transfer:** Regular knowledge sharing sessions - **Backup Training:** Each role has 2 trained backup personnel - **Competency Verification:** Regular testing of backup capabilities

**Automated Coverage Systems:** - **Email Forwarding:** Automatic email forwarding to covering employee - **Calendar Delegation:** Calendar access for scheduling and meeting management - **System Access:** Temporary elevated permissions for covering duties - **Escalation Procedures:** Clear escalation paths for issues requiring expertise

### 5.3 Team Coordination

**Team Calendar Management:** - **Shared Calendars:** Department calendars showing all team time off - **Conflict Resolution:** System prevents overlapping critical role absences - **Advance Planning:** Quarterly team planning sessions for major time off - **Holiday Coordination:** Fair rotation system for holiday coverage

**Communication Protocols:** - **Team Notifications:** Advance notification to all team members - **Client Communications:** Professional client notification for extended absences - **Project Updates:** Regular updates during extended absences - **Return Transition:** Structured handback process upon return

## 6. SICK LEAVE PROVISIONS

### 6.1 Sick Leave Accrual and Usage

**Accrual Rate:** - **Annual Accrual:** 10 days (80 hours) annually for all employees - **Monthly Accrual:** 6.67 hours per month - **Immediate Usage:** Can use sick leave as soon as accrued - **Separate from PTO:** Sick leave tracked separately from vacation PTO

**Usage Guidelines:** - **Personal Illness:** Employee's own illness or injury - **Family Care:** Care for immediate family members (spouse, children, parents) - **Medical Appointments:** Routine and emergency medical appointments - **Mental Health:** Mental health days and counseling appointments

**Documentation Requirements:** - **1-3 Days:** No documentation required - **4+ Consecutive Days:** Medical documentation required - **Recurring Patterns:** Documentation may be requested for pattern absences - **FMLA Coordination:** Sick leave can run concurrent with FMLA

### 6.2 Extended Illness and Disability

**Short-Term Disability:** - **Waiting Period:** 7-day waiting period before benefits begin - **Benefit Duration:** Up to 26 weeks of coverage - **Benefit Amount:** 60% of base salary - **Coordination:** Coordinates with accrued sick leave and PTO

**Long-Term Disability:** - **Waiting Period:** 180 days after short-term disability ends - **Benefit Duration:** Until age 65 or return to work - **Benefit Amount:** 60% of base salary - **Monthly Premium:** Company pays 100% of premium

**Return to Work Programs:** - **Gradual Return:** Phased return-to-work programs available - **Accommodations:** Reasonable accommodations per ADA requirements - **Medical Clearance:** Medical clearance required for return from extended leave - **Job Protection:** Position protection during approved leave periods

### 6.3 Communicable Illness Policy

**COVID-19 and Infectious Disease Protocol:** - **Stay Home When Sick:** Mandatory stay-home policy for symptomatic employees - **Testing Requirements:** Company-provided testing for suspected cases - **Isolation Period:** Follow CDC guidelines for isolation periods - **Return Protocols:** Negative test or symptom-free period required

**Workplace Safety Measures:** - **Symptom Screening:** Daily health screening for office employees - **Contact Tracing:** Immediate contact tracing for confirmed cases - **Workplace Cleaning:** Enhanced cleaning protocols during outbreaks - **Remote Work Option:** Temporary remote work for exposed employees

## 7. FAMILY LEAVE POLICIES

### 7.1 Parental Leave

**Maternity/Paternity Leave:** - **Leave Duration:** 12 weeks paid leave for primary caregiver - **Secondary Caregiver:** 6 weeks paid leave for non-primary caregiver - **Adoption Leave:** Same benefits apply for adoption - **Timing:** Can be taken anytime within first year of birth/adoption

**Leave Benefits:** - **Salary Continuation:** 100% salary continuation during leave - **Benefits Continuation:** Health insurance and benefits maintained - **Job Protection:** Guaranteed return to same or equivalent position - **Flexible Return:** Gradual return-to-work options available

### 7.2 Family and Medical Leave Act (FMLA)

**Eligibility Requirements:** - **Employment Duration:** 12 months of employment - **Hours Worked:** 1,250 hours in previous 12 months - **Employee Count:** Company has 50+ employees (we qualify) - **Worksite Proximity:** Within 75 miles of 50+ employee worksite

**FMLA-Qualifying Reasons:** - **Serious Health Condition:** Employee's own serious health condition - **Family Care:** Care for spouse, child, or parent with serious health condition - **Birth/Adoption:** Birth or adoption of a child - **Military Family Leave:** Military caregiver leave and qualifying exigencies

**Leave Administration:** - **Notice Requirements:** 30 days advance notice when foreseeable - **Medical Certification:** Healthcare provider certification required - **Intermittent Leave:** Available for chronic conditions requiring ongoing treatment - **Return Rights:** Restoration to same or equivalent position

### 7.3 Bereavement Leave

**Immediate Family Bereavement:** - **Leave Duration:** 5 paid days for spouse, children, parents, siblings - **Extended Family:** 3 paid days for grandparents, in-laws - **Additional Time:** Unpaid leave or PTO available for additional time - **Travel Considerations:** Additional travel time for distant funerals

**Bereavement Support:** - **Employee Assistance Program:** Counseling and grief support services - **Flexible Arrangements:** Flexible work schedules during grieving period - **Memorial Services:** Time off for memorial service planning and attendance - **Team Support:** Team coverage and support during bereavement period

## 8. HOLIDAY SCHEDULES

### 8.1 Company Holidays

**Fixed Holidays (10 days annually):** - New Year's Day (January 1) - Martin Luther King Jr. Day (3rd Monday in January) - Presidents' Day (3rd Monday in February) - Memorial Day (Last Monday in May) - Independence Day (July 4) - Labor Day (1st Monday in September) - Indigenous Peoples' Day (2nd Monday in October) - Thanksgiving Day (4th Thursday in November) - Day after Thanksgiving (4th Friday in November) - Christmas Day (December 25)

**Floating Holidays (2 days annually):** - **Personal Choice:** Employees choose 2 additional days for religious, cultural, or personal observances - **Advance Notice:** 2 weeks advance notice required - **Manager Approval:** Subject to standard approval process - **Year-End Forfeiture:** Unused floating holidays forfeit at year-end

### 8.2 Holiday Policies

**Holiday Pay:** - **Regular Pay:** Full day's pay for all company holidays - **Holiday Premium:** No premium pay for holidays (salaried employees) - **Part-Time Employees:** Pro-rated holiday pay based on scheduled hours - **Contract Employees:** Holiday pay per individual contract terms

**Working on Holidays:** - **Voluntary Basis:** Holiday work is voluntary except for essential services - **Comp Time:** Additional day off in lieu of holiday pay - **Essential Services:** Customer support maintains minimum holiday coverage - **Emergency Work:** Emergency work compensated per emergency procedures

### 8.3 Religious and Cultural Observances

**Religious Accommodation:** - **Flexible Scheduling:** Flexible work arrangements for religious observances - **Unpaid Leave:** Unpaid time off available for religious holidays - **Floating Holidays:** Floating holidays can be used for religious observances - **Reasonable Accommodation:** Accommodations provided per religious freedom laws

**Cultural Diversity Recognition:** - **Cultural Holidays:** Recognition of diverse cultural celebrations - **Educational Events:** Optional cultural education and celebration events - **Inclusive Calendar:** Company calendar includes major cultural and religious dates - **Team Flexibility:** Teams encouraged to accommodate cultural observances

## 9. CONTACT INFORMATION

### 9.1 Leave Administration Contacts

- **People Operations:** people@techflow.com, +1 (415) 555-0123

- **Leave Administration:** leave@techflow.com, +1 (415) 555-LEAVE (5328)
- **FMLA Administration:** fmla@techflow.com, +1 (415) 555-3652
- **Disability Benefits:** disability@techflow.com, +1 (415) 555-7834

## 9.2 Management Contacts

- **Chief People Officer:** Michael Torres, michael.torres@techflow.com
- **HR Business Partners:** hr-bp@techflow.com
- **Payroll Team:** payroll@techflow.com, +1 (415) 555-PAY1 (7291)
- **Benefits Team:** benefits@techflow.com, +1 (415) 555-2468

## 9.3 Emergency and Support Services

- **Employee Assistance Program:** +1 (800) 555-EAP1 (3271), available 24/7
- **Crisis Support:** crisis-support@techflow.com
- **Medical Emergency:** 911 (call emergency services first)
- **HR Emergency Line:** +1 (415) 555-HR24 (4724) - after hours emergencies

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**Approved By:** - Michael Torres, Chief People Officer - December 15, 2023 - Amanda Foster, Chief Legal Officer - December 15, 2023 - Rachel Kim, Chief Operating Officer - December 15, 2023 - David Park, Chief Executive Officer - December 15, 2023

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