Affiliates - for hotels, renting , vouchers to fly

PTO policy - notification to take your PTO before the year ends or you will loose it

**Target Users:**

* Job Seekers (Individuals with disabilities or employment challenges)
* Employees (Looking for workplace accommodations & productivity tools)
* Employers (Seeking inclusive hiring & compliance resources)

## **Core Features**

### **1. PTO Scheduling & Workplace Time Management**

* Employee PTO Requests & Approvals – Users can request time off and track remaining leave
* Shift Scheduling & Notifications – Automated schedules with employer integration for work hours
* Task & Time Tracking Tools – Built-in timers, daily planners, and reminders to boost productivity
* Overtime & Work Balance Alerts – Automated alerts to prevent burnout and ensure ADA compliance

### **Workplace Accommodations & Support**

* Request & Track Accommodations – Employees can submit and monitor workplace accommodation requests
* Legal Compliance & ADA Guidance – Resources on disability rights and workplace protections

### **Management & Productivity Tools**

* Personalized Work Schedules – Custom weekly plans based on energy levels and work capacity
* Goal Setting & Progress Tracking – SMART goal tracking for career growth and productivity
* Focus Mode & Distraction Blockers – Tools to minimize distractions and increase efficiency
* Built-in Notetaking & Document Storage – Secure storage for important career documents

### **Security & Compliance Features**

* End-to-End Encryption – Secure all user data, including resumes and accommodation requests
* Multi-Factor Authentication (MFA) – Prevent unauthorized access to personal job search info
* User Role Access – Different permission levels for employees, employers, and VSS coaches
* HIPAA & ADA Compliance Checks – Ensures all workplace accommodations meet legal standards

**PTO Balance Tracking**

* Dashboard displaying available PTO balance
* Breakdown of used vs. remaining PTO days
* Automatic PTO calculations based on accrual rates

**Maximum PTO Alert**

* Push notifications when PTO balance nears maximum accrual
* Automated email alerts reminding employees to use PTO before reaching the limit
* Real-time updates in the PTO dashboard

**Rollover Policy Enforcement**

* Clear in-app communication of PTO rollover policies
* Visual timeline showing expiration dates for PTO days
* Countdown notifications reminding employees of upcoming rollover deadline

CORE FUNCTIONALITY

**1- PTO Balance Tracking**

* Display available PTO balance for each employee
* Show used/taken PTO days
* Calculate remaining PTO days

2**- Maximum PTO Alert**

* Alert employees when they approach maximum PTO accrual
* Notify employees when they have reached their maximum allowed PTO
* Send timely reminders to use PTO before reaching the cap

3- **Rollover Policy Enforcemen**t

* Inform employees about rollover deadlines
* Clearly communicated which PTO days can/cannot be rolled over to they next year
* Provide a countdown or timeline showing when PTO must be used by.

4- **Request Managemen**t

* Allow employees to request PTO through the app
* Enable managers to approve/deny requests
* Show team calendar to avoid scheduling conflicts

**5- Reporting & Analytics**

* Track PTO usage patterns
* Generate reports for HR and management
* Forecast future PTO liability

**6- Notifications**

* Push notifications for important PTO milestones
* Email alerts for approaching deadlines
* Regular statements of PTO balance

**7- Policy Information**

* Include company PTO policy documentation
* Explain accrual rates and rules
* Provide FAQ section for common question

Message #general