

Document 7: Leave and Time Off Policies

Taking time away from work is important for rest, health, and personal matters. This document details our **leave policies**, including vacation, holidays, sick leave, and other types of time off. It explains how much leave you have, how to request it, and guidelines for using your time off. Our goal is to provide generous leave benefits while ensuring we can continue to meet business needs.

Paid Time Off (PTO) / Vacation: Our company provides paid vacation time to all eligible employees to recharge and maintain work-life balance. **Full-time employees earn 15 days of vacation per year** (which equals 120 hours, or about 1.25 days per month). You begin accruing vacation from your start date, and you can start using it after your first 30 days of employment (with manager's approval). We encourage you to plan vacation in advance and coordinate with your team to ensure coverage. To request vacation, submit a request through the HR system and notify your manager as early as possible. Generally, at least 2 weeks' notice is expected for taking 3 or more days off in a row. Vacation accruals carry over year to year up to a cap of 20 days; beyond that cap, you will stop accruing until you use some time. (We don't want you to lose it – so please take your vacation!). Part-time employees accrue vacation on a pro-rated basis according to hours worked.

Sick Leave: We want you to stay home to rest and recover when you're ill, or to take care of sick family members. Full-time employees receive **10 days of paid sick leave per year** (80 hours). Sick time is granted up front at the beginning of each year (prorated if you join mid-year). You can use sick leave for your own illness or medical appointments, or to care for an immediate family member who is ill. If you wake up sick, inform your manager as soon as possible (a quick email or message is fine) and record the sick day in the HR system. For planned medical appointments, try to notify in advance and log it as sick time. If you are out sick for more than 3 consecutive days, HR may request a doctor's note or clearance for you to return (especially to ensure any workplace accommodations if needed). Unused sick days can carry over year to year up to a cap of 40 hours; however, note that sick leave is for unforeseen illness and is not paid out if you leave the company. We trust employees to use sick time honestly for health-related purposes.

Company Holidays: We observe **10 paid holidays** each year. Typically these include New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day (and the Friday after), Christmas Day, and a few others (e.g., Martin Luther King Jr. Day, Presidents Day, etc. – an official holiday schedule will be provided annually). On these holidays, our offices are closed and employees are not expected to work. If a holiday falls on a weekend, we usually observe it on the adjacent weekday (e.g., if July 4 is Sunday, we might have Monday off). Holiday time off is **in addition** to your vacation/PTO days.

Personal Days: In addition to vacation and sick time, we provide **2 personal days** per year. These are floating days you can use for any personal need – perhaps religious observances not

in our holiday list, personal events, or just mental health days. Personal days do not carry over year to year (use them or lose them by December 31). Request personal days in the same way as vacation.

Parental Leave: We support our employees during life's important moments. **Parental leave** is available for new parents – including birth, adoption, or foster placement. Primary caregivers (for example, a birth mother or primary adopter) are eligible for up to **12 weeks of leave**. Our company provides **6 weeks of this leave fully paid**. The remaining 6 weeks may be taken as unpaid leave or you can use any accrued vacation to continue receiving pay. Secondary caregivers (often a spouse/partner who is not the primary caregiver) are eligible for **2 weeks of paid parental leave** (sometimes called paternity leave). Parental leave can be taken continuous immediately after birth/adoption, or in a flexible arrangement within the first year (with manager approval). This leave is in addition to any short-term disability benefits (for birth mothers, STD typically covers 6-8 weeks of medical recovery time, which runs concurrently). We also comply with **FMLA** – the Family and Medical Leave Act – which provides up to 12 weeks of job-protected leave for eligible employees for certain family and medical reasons (parental leave qualifies under FMLA). If you plan to take parental leave, please inform HR as early as possible (at least 30 days notice, if feasible) so we can coordinate paperwork and plan for your absence.

Bereavement Leave: In the unfortunate event of a death in your immediate family, you may take up to **3 paid days off** for bereavement. “Immediate family” generally includes spouse/partner, child, parent, sibling, or grandparent (including in-laws). If you need additional time or the loss is of someone not in your immediate family, talk to your manager or HR – we can allow use of vacation or unpaid leave as appropriate. We want to support you during such difficult times, so please don't hesitate to ask for the time you need.

Jury Duty and Civic Duties: We consider jury duty an important civic responsibility. If you are called for **jury service**, inform HR and your manager with a copy of the summons. We provide **paid leave for jury duty** – your regular pay will continue while you serve, for up to 10 working days of jury service. If additional time is needed for a longer trial, we will review case by case (you may need to use unpaid leave for extended periods, but we will comply with all legal requirements). Similarly, if you are subpoenaed as a witness in a legal proceeding or need time for voting (if your polling hours conflict with work hours), inform us and we will accommodate as required by law. Time off for voting will not be unreasonably denied.

Military Leave: If you serve in the military (e.g., National Guard or Reserves) and need to take time for training or deployment, we fully comply with USERRA (Uniformed Services Employment and Reemployment Rights Act). You will be granted unpaid **military leave** for the required period of service, and you have the right to return to your job (or an equivalent position) upon your return, as long as you meet the legal criteria. You may use any available vacation during military leave if you wish to be paid, but you are not required to exhaust vacation. Please provide HR with a copy of your orders as soon as you are aware of the dates.

Unpaid Leave of Absence: For circumstances not covered by the above (or if you exhaust your paid leave but still need time off), you may request an unpaid leave of absence. This could

be for reasons like extended travel, personal matters, education, or other situations. Approval of unpaid leave is at the discretion of the company and depends on business needs, the reason for leave, and your performance/length of service. Typically, unpaid personal leaves are granted for up to 30 days. During unpaid leave, some benefits may continue (you may need to pay your portion of premiums) – HR will discuss implications case by case.

Requesting Time Off: To request any planned leave (vacation, personal day, non-emergency medical leave, etc.), use our HR system (the same used for timekeeping) to submit a leave request. Your manager will approve it online. For extended leaves like parental or medical leave, you'll work with HR to fill out any additional forms (especially if FMLA applies). Always try to give as much notice as possible – this helps us manage workloads in your absence. For unplanned leave (sick days or emergencies), notify your manager as soon as you can via direct message, phone, or email, and the manager or HR can log the leave on your behalf if you can't.

Coordination with Benefits: During paid leaves, your salary and benefits continue as normal. During unpaid leaves, certain benefits may be affected (for example, if on FMLA unpaid leave, we'll ask you to pay your health insurance premium portion to keep coverage). HR will guide you on how to handle benefits if you go on any extended leave.

Our leave policies are designed to provide you time to rest, recover, and take care of life outside work. We encourage you to take your vacation and use your time off responsibly. By doing so, you come back refreshed and are able to contribute your best. If you have any questions about time off or need clarification on a scenario, reach out to HR.