

# PTO and Leave Policy

**Policy:** Unlimited PTO | **Effective:** January 2024

## Overview

ClearPath offers unlimited paid time off to all full-time employees. We trust our team to take the time they need while ensuring their responsibilities are covered.

## Guidelines

- Minimum 2 weeks notice for time off exceeding 5 business days
- Coordinate with your team to ensure coverage
- Block your calendar and update Slack status
- Set up email auto-responder
- Recommended minimum: 15 days per year

## Company Holidays

ClearPath observes 10 federal holidays annually plus the week between Christmas and New Year's. Offices are closed during this week; no PTO deduction required.

## Sick Leave

Use PTO for illness or medical appointments. No approval needed for sick days under 3 consecutive days. For extended medical leave, contact HR to discuss short-term disability options.