

Planned/Personal Time-Off (PTO) Policy

Under the PTO policy, '[Name of the Company](#)' offers its employees monthly/yearly fixed hours of time-off, which they can use whenever they want. The company believes that employees also want specific time away from the busy schedule of work. This policy offers time-off according to what the government has stated.

Purpose

The purpose of the PTO policy is to offer employees some time from their schedules so that they can relax or spend some time with their families.

Scope

This policy applies to every full-time, part-time, and contractual employee regardless of their position and department in the company.

Guidelines

Though '[Name of the company](#)' understands the importance of personal time-off required, certain specifications need to be followed not to violate the policy.

1. An employee should never take more than [\(day/hours\)](#) of time-off.
2. An employee should not take time-off during any important undergoing project regardless of a genuine reason.
3. No employees are allowed to use PTO before during [\(number of months\)](#) after their joining.
4. The PTO offered to the employees is different from the privilege, sick, and casual leaves so as to comply with government rules.
5. Employees must state the reason for applying for PTO if the time-off exceeds [\(time/days\)](#).
6. Exceeding the quota of paid time-off, no employees can apply for it. If used, it will be considered unpaid time-off.
7. The pending PTO [\(may/may not\)](#) be carried forwarded to the next year as per the board of directors' decision.
8. The pending PTO will not be encashed in the next [\(month/year\)](#).

Time-off Specification

Based on the employee category, the time-off offered is different is stated as under:

1. Full-time employees receive [\(time-off per month\)](#) multiplied by months of the contract.
2. Part-time employees receive [\(time-off per month\)](#) multiplied by months of the contract.
3. Contractual employees receive [\(time-off per month\)](#) multiplied by months of the contract.

