

PTO POLICY

1. Eligibility. (Select all that apply)

Employees who have completed _____ months of continuous full-time employment are eligible for PTO benefits that the employer is not legally required to provide.

Part-time employees that work at least _____ hours per week and have completed _____ months of continuous employment are eligible for pro-rated PTO benefits that the employer is not legally required to provide.

2. Accrual Method and Rate. Except for legally mandated leave benefits, PTO will accrue (Select one):

Yearly. Eligible employees will receive _____ hours of PTO at the beginning of each year.

Hourly. Eligible employees accrue _____ hours of PTO for every _____ hours worked.

Per Pay Period. Eligible employees accrue _____ hours of PTO for each pay period worked.

3. Increased Accrual Rate. (Select one)

Employees' PTO accrual rate DOES NOT increase with the length of service.

Employees' PTO accrual rate will increase on the following anniversary(ies) of hire to the following rate(s):

4. Newly Hired Employees. (Select one)

Excluding legally mandated leave, new employees are subject to a probation period of _____ days before becoming eligible to use accrued PTO. During the probation period, PTO will not be available for use but will accrue at the rate of _____ hours. After the probation period has been successfully completed, the employee is eligible to use PTO normally.

New employees accrue and may use PTO normally upon date of hire.



5. Use. PTO may be used for (select all that apply): Vacation Sickness
 Bereavement Personal Time; and other reasons approved by management.

To use PTO, employees must submit a request to their supervisor or manager _____ weeks in advance of the requested time off, except in cases of emergency illness, family leave, or any other state or federally mandated allowances for absence from work. Management, at its discretion, may approve PTO requests with less advance notice if an employee makes reasonable efforts to request PTO with advance notice to the extent practicable under the circumstances. PTO requests will be approved based on operational needs and the availability of coverage for the employee's duties. Employees may use PTO in increments of one hour or more, up to a maximum of 40 hours per week.

6. Seasonal Restrictions and Blackout Dates. (Select one)

Seasonal Restrictions: Excluding legally mandated leave, at management's discretion, based on workload and availability of coverage, PTO requests may not be approved if the request includes a day or days that fall on, or within, the dates of:
_____.

Blackout Dates: Excluding legally mandated leave, PTO requests will not be approved if the request includes a day or days that fall on, or within, the dates of:
_____.

PTO is not restricted seasonally or by specific dates.

7. Rollover. (Select one)

Any unused PTO at the end of the year will be carried over to the following year.

Rollover is not permitted. Excluding legally mandated leave, employees forfeit any unused PTO at the end of the year.

8. Maximum PTO Accrued. (Select one)

The maximum PTO that an employee may accrue is _____ hours. PTO benefits will cease to accrue for employees that have reached the maximum permitted number of hours until the employee uses a portion of their PTO benefits, at which time, accrual will recommence.

The maximum PTO that an employee may accrue is unlimited.

9. Payout. (Select one)

Upon separation from employment, employees will receive a payout for accrued and unused PTO. The payout will be based on the employees actual rate of pay and the number of hours accrued at time of separation. Like wages, PTO payouts will be subject to applicable taxes and deductions, and may be limited by company policies and applicable laws. Employees that are terminated for cause, may forfeit their accrued PTO, subject to company policies and applicable laws.

Unused PTO will not be paid out upon employee's separation from employment.

10. Reinstatement. (Select one)

After separation from employment, if the employee is rehired within _____ months, unused PTO that was not paid out upon separation, will be reinstated.

Upon separation from employment, employees forfeit any remaining unused PTO benefits.

11. Other Terms and Conditions. (if any)