# Policy: HR – Paid Time Off (PTO)

Purpose: To define paid time off allotted to employees.

## Policy:

Paid time off (PTO) is granted to provide a reasonable and equitable program for pooled vacation, and holiday, sick and personal time. The PTO year is from [Date] through [Date].

### Procedural Guidelines:

#### Eligibility

##### Eligible Employees

Unless local statutory provisions are in conflict, the benefits of this policy apply to regular full-time employees who normally work a scheduled shift of 40 hours or more per week.

Part-time or per diem employees who transfer to full-time status will accrue and earn time in the same manner as a new employee, as of the date the full-time status begins.

##### Non‑Eligible Employees

Temporary employees (employees hired for a specific period of time, usually not exceeding six months, with a pre-established termination date; part-time and per diem employees who do not work a full-time shift (regardless of the number of hours worked per week) are ineligible for benefits under this policy.

#### Benefit Provisions: [Benefit provisions]

All paid absences will automatically be deducted from available PTO hours (sickness, vacation, personal, late arrival, early departure, or holiday), excluding bereavement, when Human Resources has been properly notified. In the event the company requests an employee to leave his/her shift early, it will be the employee’s option to utilize available PTO for the time lost.

Employees are allowed to carry over PTO hours to the following year as follows: [Carry-over policy]

Request for PTO hours must be made in accordance with established operating policies. Vacation and personal time must be scheduled and approved in advance..

In the event of an employee’s death, all accrued PTO hours will be paid to the employee’s beneficiary.

Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_