**Paid Time Off Policy**

You are eligible to receive paid time off if you are a regular, full-time employee who is scheduled to work a minimum of \_\_\_\_\_\_ hours per week. Part time employees who work more than \_\_\_\_\_ hours per week can accumulate paid time off on a pro-rated basis.

1. **PTO Accrual**

The amount of paid time off that you can accrue each year is based on the full-time employee accrual schedule below. Paid time off cannot be accrued during a leave of absence or suspension.

1. **PTO Accrual Schedule**

|  |  |  |  |
| --- | --- | --- | --- |
| Years of Service | Days Accumulated | Hours Accumulated | Maximum Annual Accumulation (Hrs.) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Accrual Limit**

You may carry over unused paid time off from one year to the next. However, there is a cap on how much time can be carried over. Carry over paid time off is limited to \_\_\_\_\_ times your annual paid time off limit.

1. **Termination**

In the event that your employment is terminated for any reason, you will be paid for any unused paid time off.

1. **Managing PTO**

It is your responsibility to manage your paid time off and plan for it in advance. This means that you should consider when you will take vacation or take days off for personal business. Remember, it is in your best interest to keep some days in reserve in case of unexpected events.

1. **Minimum PTO Increments**

The smallest increment of paid time off that you can take is [hour, half day, one day].

1. **Notice**

All employees must provide their respective supervisors with reasonable notice of their intention to take time off and must have their request formally approved for scheduling purposes. Emergency circumstances may make advanced notice impossible. In the event of illness or emergency, speak to your supervisor as soon as possible.

1. **Records**

It is your responsibility to complete an absence report for any paid time off that you use. We are required to track all absences for legal and compliance purposes. These reports will also be used to record your remaining amount of paid time off on your pay stub.