

Paid Time Off (PTO) Policy

Purpose

The purpose of the Paid Time Off (PTO) Policy is to provide clear guidelines regarding PTO accrual, usage, scheduling, carryover, payout, and holiday observance. This policy supports employees in maintaining a healthy work-life balance while ensuring consistent and fair application across the organization.

PTO Program Overview

The organization offers Paid Time Off under a single PTO bank that covers vacation, personal leave, sick time, and other approved absences. Employees may use PTO for personal needs, illness, family obligations, or other time away from work as approved by their supervisor.

Observed Holidays

The organization recognizes the following paid holidays, which are separate from PTO accrual:

- New Year's Day
- Martin Luther King Jr. Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day
- Floating Holiday

Hourly employees who are required to work on an observed holiday will receive holiday pay at **1.5 times their regular rate of pay**.

Eligibility

Only full-time employees are eligible to accrue PTO under this policy.

PTO Accrual

PTO begins accruing on the employee's date of hire and is credited each payroll cycle according to the following schedule:

Years of Service	Annual PTO Days	Annual Hours	Accrual per Payroll
0–1 year	20 days	160 hours	6.15 hours
1–3 years	25 days	200 hours	7.7 hours
3–7 years	30 days	240 hours	9.2 hours
7+ years	35 days	280 hours	10.77 hours

PTO accrual is suspended during any leave of absence and resumes upon return to active employment.

Probationary Period

Employees must complete a 30-day probationary period before using accrued PTO. Exceptions may be granted at management's discretion.

Scheduling and Requesting PTO

All PTO requests must be submitted through Paycom.

Approval of PTO is based on:

- Supervisory discretion
- Staffing requirements
- Business needs and operational demands

Employees are encouraged to request PTO as far in advance as possible.

PTO Carryover

Employees may carry over up to 160 hours of unused PTO into the next calendar year. Any hours in excess of 160 will be dissolved at year-end and not paid out.

PTO Payout Upon Separation

Employees will receive a payout of their accrued, unused PTO upon separation from employment, whether due to resignation or termination. Once an employee submits notice of resignation, access to PTO—both approved and unapproved—is removed for the remainder of their employment period.