

## **Introduction/Policy Guidelines**

*ABC Company is committed to supporting its employees in as many ways as possible. Studies have shown that time off from the workplace is important to overall employee production and both mental and physical health. As such, we have created the following Paid Time Off (PTO) policy, which is effective on (insert date).*

*To be eligible for PTO, an employee must have worked for and be in good standing with ABC Company for (30/60/90 days) from their start date. Sick leave, as per our (insert state/city), is eligible from (insert law eligibility date).*

*All PTO requests must be submitted via (insert tracking system or desired format) by a minimum of (insert time frame) in advance for approval and to cover business operations accordingly. ABC Company reserves the right to refuse all requests for PTO but will do the best to accommodate them when advance requests are given.*

*Of course, last minute emergencies like sick leave come up and those requests must be made by (insert tracking system such as via mobile app or desired format) by no later than (insert time) on the day of occurrence.*

## **Sick Leave**

*ABC Company, in alignment with (insert state) law, will provide (insert amount of time) sick leave. Your sick leave will (reset January 1st or reset on employment start date anniversary).*

*Sick leave is defined as when you are ill and unable to come to work. Sick leave in excess of 48 hours may be subject to a doctor's note required. Personnel should call in each day of sick leave by (insert time from above).*

*(Optional) Sick leave may also be used when an employee needs to care for an ill family member, such as a child who is sick. Similar to above, sick leave for a dependent in excess of 48 hours may be subject to a doctor's note required.*

## **Vacation Leave**

*ABC Company will be providing the following amount of paid vacation time:*

*0- up to 3 years tenure = 10 days or 80 hours*

*3- up to 5 years tenure = 15 days or 120 hours*

*5 years + tenure = 20 days or 160 hours*

*(unless otherwise agreed to in your employment contract, which supersedes this policy).*

*Vacation leave is defined as traditional paid time off where you might use it for a family vacation, an out of town wedding, family reunion, etc... It must be requested (insert time frame from above) and must be approved by (insert person/ system approval) in order to be valid.*

*If one falls critically ill and sick leave becomes exhausted, vacation leave can then be used.*

*Vacation leave is (accrued at the rate of XXX from your start date/ provided after 30/60/90 days of employment and prorated to reset January 1st). We are on a (rollover or use it/lose it) system, which means (insert policy).*

## **Personal Holidays**

*ABC Company will also supply (insert number, usually 2-5) personal holidays, which are meant to be used for personal needs that can include religious holidays, birthdays, family needs, and more. If you or a family member falls ill, this leave can be used after sick leave and vacation leave have been exhausted. Personal holidays may be requested in advance like vacation time or may be requested last minute like sick leave, and are meant as supplemental leave.*

## **Paid Holidays**

*ABC Company will provide the following paid holidays; should a holiday fall on a weekend day, the preceding Friday or following Monday will be taken in lieu and will be announced a minimum of 4 weeks in advance.*

- *New Year's Day*
- *Memorial Day*

- *4th of July*
- *Labor Day*
- *Thanksgiving Day*
- *Christmas Day*
- *(Add on days from this section as you see fit)*

## **Bereavement Leave**

*ABC Company would like to provide support for their employees in case of a tragedy. Bereavement leave will be provided in the amount of XXX days, with an additional day if travel out of state is required.*

*ABC Company reserves the right to request for proof of bereavement leave need on a case by case basis.*

*Optional clause: Bereavement leave is valid for the following relationships (and then list out what will qualify).*