

Unlimited PTO Policy Template

<Company Name> (Company) has adopted an unlimited paid time off (PTO) policy in an attempt to improve the balance between work and personal life for our professional employees.

This unlimited PTO policy applies to time off used for any reason the employee sees fit (i.e., vacation, sick, doctor's appointments, family illness, emergencies, etc). It is applicable for eligible employees only, replacing the PTO policy previously in use for these employees. Additionally, there is no accrual of PTO days, no rollover, and no limit to the number of days that can be taken per year.

This policy does not take the place of any existing required sick time policy, FMLA policy, ADA policy, Maternity/Paternity leave, Jury Duty, or any other current leave policy. Sick time, where required by law, is tracked separately from vacation time under this policy.

All other employees, including all non-exempt staff, are subject to the company's current PTO policy.

Who is Eligible for Unlimited PTO?

Only employees who meet the following criteria are eligible for this program:

- Current (active) full-time exempt employment status
- Completed a minimum of 90 days of employment with the Company
- *(Optional)* Has a performance review rating of 3 or above (on a 3–5 scale)

How it Works

1. **Request Time Off** - Employees wishing to take time off must formally request PTO dates in writing via *email* or by using our company time-off request form/process at least 10 business days before the planned time off.
2. **Obtain Approval** - Supervisors and managers can approve or reject requests depending on business needs and workload during the requested dates.
3. **Avoid Key Dates** - Some business-intense timeframes should be avoided for PTO use under this policy, including [list key dates], and any other busy times of the year unique to your particular job or department needs.
4. **Maintain Performance** - Employees offsite, on PTO, or traveling under this policy are expected to maintain strategic objectives and department goals defined by the business,

management, or supervisor. Failure to maintain business performance/work results will be managed as a disciplinary issue.

Guidelines

1. **No Limits but Clear Expectations** - There are no limits on how much time an employee can take under this policy each year. However, employee performance will be managed throughout the year to ensure that agreed-upon deliverables and work efforts are maintained in accordance with the employee's job description and annual planning activities.
2. **No Accruals** - Unlike traditional sick time and traditional PTO policies, time *does not accrue* under this policy. As such, there is no rollover from year to year.
3. **No Payout** - Because time does not accrue under this policy, no cashout or payout of unused time is available upon termination.

Instructions

HR/Manager: Please complete the top two boxes to include the employee's full name and eligibility date.

Employee: Please date and sign to confirm you have read and understood this policy.

Employee Name	[type or write full employee name here]
Eligibility Date	[input the first date that the employee is eligible for this program using mm/dd/yyyy format]
Today's Date	
Employee Signature	