

## **SAMPLE Paid Time Off Policy**

The Company believes that employees should have opportunities to enjoy time away from work to help balance their lives. For this reason, we provide a program of Paid Time Off (PTO) to all full- and part-time employees.

PTO is a time- off- with- pay program to provide employees with the freedom to decide how to use their personal time off. The Company believes this program offers more liberal time off with pay, than traditional vacation, sick, and personal time packages. Employees can use their flexible days in a number of different ways, for example:

- As vacation
- For personal business
- For periods of illness
- For doctor or dental appointments
- For personal emergencies
- For family emergencies
- In the event of inclement weather/driving conditions.

PTO does not replace the company holiday schedule; we will continue to have compensated holidays each year.

### **Eligibility for PTO:**

All full- and part-time employees are eligible to earn PTO on a monthly basis. Full-time employees earn PTO by working at least # hours per week, while part-time employees earn PTO by working at least # hours per week.

### **PTO Accrual:**

Both full- and part-time employees accrue PTO hours after # months of employment. After that point, full-time employees will accrue PTO hours each pay period. Accrued PTO is available for use immediately. Part-time employees will accrue PTO hours at a rate of 50 percent of full-time employees. Both full- and part-time employees' PTO is capped at # hours.

### **Employee PTO Accrual Table:**

Date of Hire	Eligibility Date	Hours Accrued	Maximum Accrual Hours for [insert year]

## **SAMPLE Paid Time Off Policy (con't)**

### **Maximum PTO Accrual:**

As mentioned above, both full- and part-time employees' PTO is capped at # hours. Therefore, The Company would like to remind employees to use their PTO time before reaching their maximum accrual, so additional PTO accrual time is not lost.

### **Use and Management of PTO:**

The Company encourages employees to use their PTO responsibly and, whenever possible, to schedule time off in advance for vacations or personal leave appointments. The time off request will be evaluated and subject to approval depending upon staffing needs at the time. The Company understands there may be occasions, such as a sudden illness, when you may not be able to give sufficient advance notice. In those situations however, be sure to inform your supervisor as soon as possible.

PTO time also includes time off for unexpected emergencies or illnesses, but is not to be used to cover time missed from work due to tardiness, except in the case of inclement weather.

### **Types of Non- PTO Leave:**

Situations that require time off such as jury duty, bereavement, and workers compensation will not be charged against your PTO accrued time. *NOTE: See separate company policies on those topics to address such situations.*

### **PTO Tracking:**

The Company has an automated PTO tracking system to keep a record of your accrued PTO balance. The amount of PTO time accrued, used, and available will be itemized on your paycheck stub each month, for your records.

### **Payment of PTO upon Termination:**

You will be paid for all accrued and unused PTO upon resignation, separation, or retirement from The Company. However, in the event of a voluntary termination of employment, no payment may be made unless the employee gives at least a two-week notice.

#### *About Extensis Group, LLC*

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