# Your company Time Off Policy

## General policy

Your company provides employees flexible Paid Time Off (PTO) that can be used for vacation, personal illness or the illness of a family member, personal appointments, and other activities of their choosing.

It also provides additional paid leave benefits for a variety of other specific purposes, such as Holiday Leave, Jury Duty Leave, Bereavement Leave, Voting Leave, and Volunteer Time Off.

Employees referred to in this policy mean permanent full-time or part-time employees.

All planned time off is to be mutually agreed. Time off must be approved in advance, except in the circumstance where the employee is unable to anticipate the absence.

This document does not form part of any employment contract. Your company reserves the right to modify or replace this policy at any time, at its sole discretion.

Where this document may be in conflict with an employee's contract of employment, or a relevant State or Federal law, the applicable employment contract, or law takes precedence.

## Paid time off (PTO) policy

Each full-time employee is entitled to 15.0 days paid time off a year. Part-time employees receive a pro-rated number of days based on their ordinary hours of work.

PTO entitlements commence on the first day of employment, regardless of any probation period.

PTO accrues gradually throughout the year based on hours worked. PTO does not accrue while the employee is on unpaid leave.

Any paid leave taken is paid out at the employee's normal rate of pay.

Any unused PTO will roll over from year to year.

Requests for PTO must be made at least 1 week in advance.

In the event of termination, any remaining PTO balance will be paid out at the employee’s normal rate of pay.

Employees are permitted to use PTO which has not yet been earned or accrued. It will be considered advance wages, and as such the employee is obligated to repay any outstanding balance on the advance wages upon termination.

## Holiday leave policy

Employees are entitled to take paid leave for the following company-wide holidays:

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| --- | --- |
| **Holiday** | **Date** |
| New Year’s Day | January 1st |
| Memorial Day | Last Monday of May |
| Independence Day | July 4th |
| Labor Day | First Monday of September |
| Thanksgiving Day | Forth Thursday in November |
| Day After Thanksgiving | Day Following Thanksgiving |
| Christmas Eve | December 24th |
| Christmas Day | December 25th |
| New Year’s Eve | December 31st |

To meet the needs of our clients and our business, some employees may be required to work on these observed holidays.

## Jury duty leave policy

Employees are entitled to up to 5 days paid time off for jury (or witness) duty, unless otherwise required by law. Employees on jury (or witness) duty should supply the official court summons or subpoena, along with details of their required attendance.

## Bereavement leave policy

Bereavement leave is time off taken in the event of the death or life-threatening illness of an employee’s immediate family or household member.

Each employee is entitled to 5 days paid bereavement leave for each occasion where a family, or household member has died. Additional unpaid time off may be granted at management’s discretion.

## Voting leave policy

Your company encourages all employees to vote. Wherever possible, employees should vote outside of their normal working hours. Where this is not possible, employees are entitled to take up to 2 hours of paid time in order to vote.

## Volunteer time off policy

Your company understands the value of time given to help our community. Employees are eligible to take up to 1 day paid day off in order to perform volunteer work.

Unused volunteer time off does not carry over from year to year.