

PTO Policy

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POLICY OVERVIEW:

This document outlines the PTO management rules adopted in [Name of Your Company].

It is created for all employees and applies to them throughout their employment periods.

The objective of the policy is to guarantee that PTO is managed fairly and effectively, to the greatest advantage of each team member and the business as a whole.

This policy is subject to change at any time at the discretion of the company.

GENERAL TERMS AND RULES:

PTO can be used for any purpose, including vacation, personal time, sick time, and doctor/dental appointments.

Employees are expected to use PTO in a way that does not unduly burden their team or the company. For example, employees should not schedule multiple doctor's appointments in one day or use PTO to conduct personal business during work hours.

PTO REQUESTS:

PTO requests must be submitted using the company's [online PTO request form](#).

The form must be submitted at least ____ days in advance of the requested PTO start date.

Emergency requests for PTO must be submitted as soon as possible and will be reviewed on a case-by-case basis.

PROLONGED ABSENCES:

If an employee needs to use PTO for a prolonged absence, they may be required to submit a doctor's note or other documentation.

Employees on prolonged absences may also be required to use vacation time, personal time, or sick time in addition to PTO, in order to keep their accrual balances at a healthy level.

PTO BALANCES:

PTO will be deducted from an employee's accrual balance at the start of the requested PTO period.

If an employee does not have sufficient PTO balance to cover the entire requested period, the request will be denied.

PTO balances are reviewed regularly and employees with excessive PTO balances may be asked to use some of their PTO before it expires. Expiration dates will not be extended.

PTO balances can be checked at any time by logging into the company's online PTO management system.

PTO ACCRUAL:

Employees accrue PTO at the rate of ____ per pay period.

Employees may begin using PTO after ____ days of employment.

PTO may be used in increments of ____ hour(s). Employees must submit a PTO request form to their supervisor at least ____ days in advance.

Emergency requests for PTO must be submitted as soon as possible and will be reviewed on a case-by-case basis.

Employees are encouraged to use PTO before it expires at the end of the year. Expiration dates will not be extended.

PTO APPROVAL:

PTO requests that are approved by a supervisor will be processed by the HR department and the PTO will be deducted from the employee's accrual balance.

The employee will receive an email confirmation of the request and the PTO deduction. If a PTO request is denied, the employee will also receive an email notification.

Last updated: ____/____/____