

Working Hours, PTO & Vacation Policy

Holidays

We observe the following holidays:

- [New Year's Day]
- [Martin Luther King Day]
- [President's Day]
- [Good Friday/Easter Monday]
- [Memorial Day]
- [Independence Day]
- [Labor Day]
- [Columbus/Indigenous Peoples Day]
- [Veterans Day]
- [Thanksgiving Day]
- [Christmas Day]
- [Boxing Day]

If a holiday falls on a day when our company doesn't operate (e.g., Sunday), we will observe that holiday on the closest business day.

Our company offers a floating day, which you can take as a holiday any day you choose. If you want to observe a religious holiday that isn't included in our list, we may allow you to take unpaid time off for that day. Alternatively, you may use your PTO.

Holiday Pay

Exempt employees are entitled to their normal compensation without any deductions.

Permanent non-exempt employees receive holiday pay as a benefit after they have worked with us for more than **[three months.]**

These holidays are considered "off-days" for most employees. If a team member is required to work on a holiday, they shall be informed at least **[3 days]** in advance.

If you are a non-exempt employee and are required to work on a defined holiday, you will receive your regular hourly rate with a premium for working on a holiday.

If you are an exempt employee and are required to work on a defined holiday, we will grant you an additional day of PTO that you must take within **[12 months]** after that holiday.

We **[will/will not]** count hours you worked on a holiday to decide whether you are entitled to overtime pay.

Paid Time Off (PTO)

[Your business name]'s PTO policy allows employees to take paid time off (PTO) provided that the employee schedules and takes time off in a manner that ensures that all Company needs are met, and the employee maintains satisfactory performance and productivity levels.

Employees receive [10 days, 15 days] of Paid Time Off (PTO) per year, which can be used for such needs as vacation, personal or family illness, and other personal reasons. Eligible workers must regularly work at least [30 hours, 40 hours] a week. Employees working less than [30 hours, 40 hours] a week are not eligible for PTO.

Your PTO starts accruing immediately [on day one, after two weeks, after 60 days] of your employment, and you can start taking your PTO after your first [week, 90 days, six months]. You [can, cannot] use the time you haven't accrued yet. You will earn [one, two] additional day(s) per year after your [first year, second year] with the Company, with a cap at [20 days, 25 days] overall.

You [do, do not] need to use PTO when taking time off work for any reason, and PTO can be taken in increments as low as [one hour, four hours, eight hours].

If you want to use PTO, send a request [to your manager, through our HRIS]. If your manager or HR approves, you are permitted to take your leave. You do not have to specify a reason for requesting PTO.

Please note that a request for PTO on a particular date or dates may be denied should a determination be made by your manager that your attendance is necessary to continue business operations and to provide appropriate coverage. Approval will not be given for PTO days under certain circumstances (e.g., where the employee is on a performance improvement plan, after the employee has provided notice of their intent to leave the Company and/or if the employee has given two weeks' notice and requests PTO for the last two weeks of employment).

We understand that unscheduled absences occasionally happen; however, when possible, PTO should be scheduled at least [one week, two weeks] in advance. Nothing in this policy shall infringe upon an employee's right to take statutorily mandated Paid Sick Leave in accordance with state and local law.

You [can, cannot] transfer any remaining PTO to the next year. We encourage you to use your time off throughout the year.

If you leave our company, we may compensate accrued PTO with your final paycheck according to state and local law. When the law doesn't have provisions, we [will, will not] compensate accrued leave to employees who were not terminated for cause.

Sick Leave

We offer [one week] of [paid] sick leave. In states or countries where employees are entitled to a greater number of sick leave days by law, we will follow that law. You can take sick leave to

recover from short-term illness, injuries, mental issues, and other indisposition. If you have the flu or other contagious disease, please use your sick days.

If you become sick, inform your manager, and send a sick leave request **[through our HRIS]**. You may take a partial day off or work from home, but we advise you to rest and recuperate for a day before returning to work.

Use your PTO or arrange for a flexible work schedule if you want to attend routine health care (e.g., doctor's/dentist's appointments.)

Occasionally, we may ask you to submit a physician's note or other medical certification and/or complete a sick leave form. We will do this for insurance purposes if you are absent for more than **[3 days]** of sick leave.

Parental Leave

Our company offers **[3 months]** of paid maternity, paternity, and adoption leave. If local or national law stipulates longer leave, we will follow the law.

Jury Duty

If you are called for jury duty and you are an exempt employee, you can take **[one day]** off without deduction from your salary. If local or national law stipulates more days of paid jury duty leave, we will follow the law.

Hourly employees may take **[one unpaid day]** off for jury duty. If local or national law obliges us to provide hourly employees with paid jury duty leave, we will follow the law.

To complete our records, we ask you to bring us **[a copy of your summons for jury duty and a document that proves you served]**.

Election Day Voting

On election day, you can take **[2 hours]** off to vote. You can take **[a paid half-day off]** if you need to travel a short distance to vote. If your trip lasts more days, please use your PTO.

Military Leave

An employee is entitled to time off at full pay for certain types of active or inactive duty in the National Guard or as a Reserve of the Armed Forces. Any full-time or permanent part-time employee is entitled to military leave.

1. A full-time employee working a 40-hour work week will accrue 120 hours (15 days x 8 hours) of military leave in a fiscal year, or the equivalent of three 40-hour workweeks. Military leave will be prorated for permanent part-time employees on the number of hours in the employee's regularly scheduled pay period.
2. Inactive Duty Training is authorized training performed by members of a Reserve or National Guard component not on Active Duty. It is performed in connection with the

prescribed activities of the Reserve or National Guard. It consists of regularly scheduled unit training periods, additional training periods, and equivalent training.

3. Eligible employees may use 15 calendar days per year for Active Duty, Active-Duty Training, and Inactive-Duty Training. An employee can carry over a maximum of 15 days into the next fiscal year.
4. Up to 22 workdays of military leave may be granted per calendar year for emergency duty as ordered by the President or a State governor. This can be for law enforcement or the protection of life and property.
5. Reserve and National Guard Technicians are entitled to 44 workdays of military leave for duties overseas under certain conditions.
6. Military leave should be credited to a full-time employee on the basis of an 8-hour workday. The minimum charge to leave is one hour. An employee may be charged military leave only for the hours that the employee would otherwise have worked and received pay.
7. Employees who request military leave for Inactive Duty Training (which generally is two, four, or six hours in length) will be charged only the amount of military leave necessary to cover the period of training and necessary travel.
8. An employee's pay remains the same for periods of military leave. The employee's pay is reduced by the amount of military pay for the days of military leave. However, an employee may choose not to take military leave and instead take annual leave in order to retain both company pay and military pay.
9. When the employee requests military leave, they must make an appropriate request and provide copies of their military orders.

Have a question about this policy? Reach out to a [member of our HR/contact person]