

HR TOOLKIT

Paid Time Off (PTO)

Provided by: Horst Insurance



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Introduction

Offering employees time off from work can be an easy way to round out your benefits package. When taken advantage of, paid time off (PTO) can bring employees back into the workplace with renewed energy and productivity. Moreover, workers want flexibility in the workplace and want to find a healthy work-life balance. A well-drafted PTO policy can show your commitment to employee wellness and help keep your workforce happy.

This toolkit gives an overview of the different types of PTO, marketplace trends, best practices and much more. If you've thought about PTO but never implemented it, or even if you've never considered it before, this toolkit can inform your decision. PTO may not be right for your organization, but read through these sections before you make up your mind. You may be surprised with how flexible and beneficial PTO policies can be.

Understanding PTO

PTO is an allotment of hours that employees may use to miss work for any number of reasons, including going on vacation, taking care of a sick child, attending a doctor's appointment or needing a personal day off from work. There are [several ways to distribute](#) PTO days. Some employers distinguish between different types of PTO, like vacation time and sick days, while others pool all time off together into a PTO bank.

Editor's Note

For the purposes of this toolkit, **PTO is defined as any time off that is compensated by an employer**. This means vacation time, sick days, bereavement and jury duty are all PTO. Historically, these categories may have been called "traditional time off," but not in this toolkit, as the industry nomenclature has evolved. **PTO that is pooled into one single fund is called a "PTO bank,"** not simply PTO.

Noteworthy Stats and Trends

According to our annual Paid Time Off survey, the majority of employers offer vacation and sick time benefits. However, only 40 percent are offering PTO banks. This section discusses emerging trends and presents statistics that can help inform your policy decisions.

Workplace Trends

Using Tax Credits

Employers who offer PTO under the Family and Medical Leave Act (FMLA) may be able to claim a tax credit. [Thanks to a law that went into effect in December 2017](#), employers can offer PTO more freely in certain circumstances and receive a credit for their efforts. However, given the fluidity of the law, accepting the credit may not be your best option. Be sure to consult applicable state and federal laws before making policy decisions. This law is set to expire at the end of 2019, which many deem unlikely, but it signals that similar credits may be introduced in the future. At any rate, it means maternal and paternal leaves are being considered more seriously than in the past.

Offering Accommodating PTO Policies

Many organizations are moving toward flexible [policy structures](#), like PTO banks and unlimited PTO, to accommodate employees' unique needs. Under a PTO bank, all PTO can be used for anything. For instance, PTO could be used for vacation, sick time or personal days, but it all comes from the same fund. This helps maximize the PTO's value, since you're not rationing a few hours in each category. Some employers are going a step further with their flexible policies and simply offering unlimited PTO.

Having Flexible Scheduling

While it's not directly related to PTO, flexible scheduling can help round out a PTO policy. A flexible schedule can take many forms, like four, 10-hour workdays a week or simply requiring eight hours of work at any time during the day. When employees have more control over when they come in and leave the office, they don't need to use their PTO for every occasion. For instance, if you just want employees to work 40 hours, but don't care about the timeframe, employees could leave for appointments when they need to, then make up the hours later in the week without needing to use PTO.

Actually Taking PTO

Historically, employees in a PTO dilemma have asked themselves, "Should I use all my time off, or will it seem like I have a poor work ethic?" It's common for workers to leave PTO on the table at the end of the year, for one reason or another. In fact, 52 percent of employees had unused vacation days at the end of 2017, according to the U.S. Travel Association.

What's notable, however, is that figure was 55 percent in 2015 and has been steadily increasing since. This indicates workers are beginning to understand the value of their PTO. Considering that employees donated an average of \$561 in work time to their employers through unused PTO, it's unsurprising that more workers are trying to use the benefits given to them.

Statistics Snapshot

PTO Offerings

Forty percent of employers offer time off in a PTO bank structure—others divide time off into categories, like sick or vacation time, which may or may not be paid. Of those who offer PTO banks, 37 percent offer time off to part-time employees, which is a higher percentage than those offering more traditional PTO structures to part-time employees (30 percent). As with traditional PTO packages, PTO banks are most frequently scaled based on length of service (81 percent) and full- or part-time status (27 percent)—meaning there are factors for determining the number of hours in an employee’s PTO bank. Additionally, nearly 75 percent of employers allow PTO rollover to the following year.

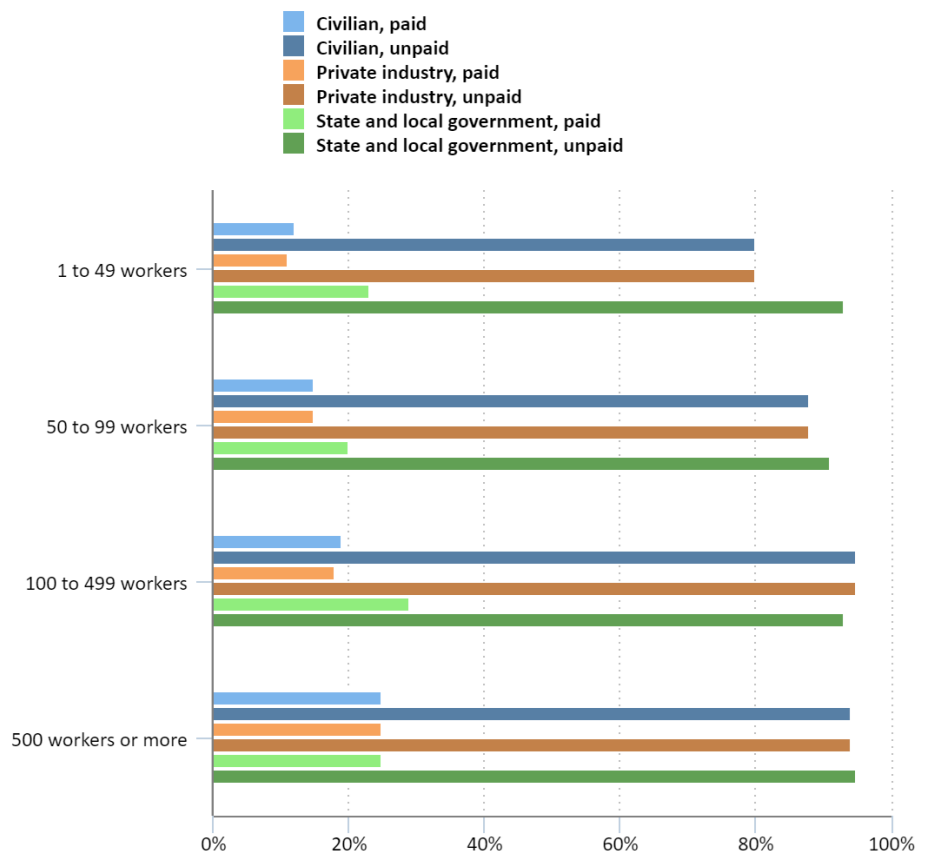
Access to Paid and Unpaid Family Leave

This section comes directly from the Bureau of Labor Statistics (BLS) periodical, [TED: The Economics Daily](#).

In March 2018, 17 percent of all civilian workers had access to paid family leave, and 89 percent had access to unpaid family leave. Employers provide family leave for employees to care for family members. This leave includes maternity and paternity leave. The leave also may be available to care for a newborn child, an adopted child, a sick child or a sick adult relative. Access to family leave varied by establishment size.

Sixteen percent of private industry workers had access to paid family leave, and 88 percent had access to unpaid family leave. Eleven percent of workers in the smallest establishments (1 to 49 workers) had access to paid family leave, and 80 percent had access to unpaid family leave. Twenty-five percent of workers in the largest establishments (500 workers or more) had access to paid family leave, and 94 percent had access to unpaid family leave.

Percent of workers with access to paid and unpaid family leave by establishment size and ownership, March 2018



Source: U.S. Bureau of Labor Statistics

Survey Statistics: PTO Allowed

This chart shows the maximum number of PTO days allowed to nonmanagement (nonexempt) employees for each period or year of service. The data comes from our annual time off survey of employers. Note, this data comes from employers with PTO bank structures—meaning the days listed in the data could be used for any reason, like sickness or vacation.

What are the maximum PTO days allowed to nonmanagement (nonexempt) employees for each period or year of service completed?

	0-5 days (40 hours or less)	6-10 days (48-80 hours)	11-15 days (88-120 hours)	16-20 days (128-160 hours)	21-25 days (168-200 hours)	26-30 days (208-240 hours)	31+ days (241+ hours)
Up to 1 year	37%	22%	21%	14%	5%	0%	1%
1 year	18%	29%	26%	19%	5%	1%	1%
2 years	10%	28%	33%	20%	6%	1%	2%
3 years	7%	23%	35%	23%	8%	2%	2%
5 years	4%	12%	33%	28%	18%	4%	2%
10 years	3%	8%	22%	28%	24%	10%	6%
15 years	3%	6%	17%	25%	28%	13%	8%
20 years	3%	6%	15%	22%	29%	16%	9%
25 years	3%	6%	14%	22%	28%	17%	10%
30 years	3%	6%	14%	22%	28%	17%	10%
Over 30 years	3%	6%	14%	22%	25%	17%	11%

Attraction and Retention

Americans generally value a flexible, family-friendly workplace when choosing a job. Many employers are restructuring their time off programs into [PTO banks](#) to meet employee needs and to aid in retention and satisfaction. However, despite an increase in the popularity of these programs, many employers still use traditional time off structures where PTO is categorized. Regardless of your structure, this section explains how you can maximize a PTO policy to attract and retain valuable talent.

Crafting an Attractive Policy

Employees' engagement and sense of value are directly related. If you want employees—or prospects—to be engaged with your business, they must also feel valued by it. This is essentially the thought behind offering an attractive PTO policy: showing workers you care by offering them more. This doesn't mean you need to offer employees unlimited PTO or pool time into a PTO bank, necessarily—only that you need to be more creative with your policy offerings if you want to attract and retain talent. Combined with competitive total compensation, a well-designed PTO policy can keep your top employees on board.

Below are some imaginative benefits you may consider tacking onto your PTO policy. [Click here to learn more about additional types of PTO that may benefit your policy.](#)

- **Volunteer days**—Employees can take time off to volunteer. Depending on the set up, these could be additional days set aside and not included in a primary PTO bank or they could simply be another PTO category.
- **Extended holidays**—Many businesses slow down during the holidays, so some employers give employees extra days off during that time. If your business thrives during the holiday season, consider offering free days off when you're less busy to reward employees after the rush.
- **Immediate PTO**—It's common for employers to require workers to accrue PTO (i.e., only receive PTO once they've worked enough hours to earn it). Dangling immediate PTO in front of a prospect can be an attractive lure.
- **Birthday time**—Some organizations give employees cards on their birthdays, others give them time off. Consider allowing employees to take a day off during their birthday week to reinforce their value to your company.

Spreading the Word

Telling employees and prospects about your attractive PTO policy is nearly as important as creating it in the first place. Once you have your policy nailed down, spread the word every way you can (e.g., internal emails, social media, job postings, and the company website). You want anyone who thinks about your organization to know it as a place that values its employees and proves it through its policies. If you want to be known as a “work hard, play hard” company, your policies need to back up that culture.

Types of PTO

This toolkit mentions vacation and sick days in previous sections as types of time off (or categories), but you may be unfamiliar with others. There are many reasons why an employee may take off, so you can be sure there is a time off category for them all. Many businesses opt to lump all time off into a PTO bank so they don't need to worry about PTO types, but that approach doesn't work for everyone.

This section details various types of PTO you may include in your policy. Keep in mind there is no limit to how many types you must include in your policy. If you cannot imagine an employee using a particular category, perhaps it's not worth adding to your policy, or perhaps you should consider using a PTO bank structure instead.



Personal Time

This time off category is very popular among employers. It typically encompasses any time off that isn't for illness or vacation. This blanket approach may work for some organizations, but, as other categories below illustrate, you can also be more specific.



Holiday Time

This type of PTO may be used during holidays. Many businesses give employees time off for federal holidays, but your organization may consider offering floating holiday time for employees to use whenever they like—as some employees may observe nonfederal or religious holidays, too.



Sabbatical Leave

Sabbaticals are traditionally taken by educators, but they're gaining popularity in the private sector. Some businesses find that employees come back refreshed and more engaged when they're given extended time off, giving them time to pursue interests outside of work. The length of sabbaticals can vary and might be reserved for senior employees who earn it after several years.



Vacation Days

This time off category is another popular option for employers. This type of PTO is usually reserved for vacations only, but may also be used for personal time if your company does not have a separate category for that. Employers typically specify how much notice an employee must give before using this type of time off.



Bereavement

This category of PTO is used when an employee's loved one passes away. Bereavement time may be used for grieving, making funeral arrangements or attending services. Businesses might offer varying lengths of bereavement time depending on the employee's relationship with the deceased. If you're considering requiring proof of loss to use this type of PTO, be sure to lay that out in your policy.



Jury Duty

Time off for jury duty is common at many organizations. Summoned employees don't usually have a choice whether to attend, so businesses reserve time off for these instances. Keep in mind that many states have laws outlining jury duty pay, so be sure to have legal counsel review your policy.



Sick Days

This category of PTO may be used when an employee is ill and cannot come into work. If you're considering whether to offer time off for illness, be aware that some states have mandatory sick leave laws.



Adverse Weather Leave

This type of PTO might be taken by an employee when weather conditions are too poor to come into work. Usually, if the weather is bad enough, a business would close for the day. However, sometimes the weather only affects a small number of employees, who then might take adverse weather PTO. For instance, a flooded road may keep some workers at home, but not affect your business otherwise.



Voting Time

Since there isn't a federal holiday for voting, employees still must show up for work. Because of this, some businesses give employees time (not usually a full day) to go vote. Certain states require you to offer time off for voting, so be sure to consult your local laws.



Educational Time

This category of PTO is different from a sabbatical. Where the latter is a lengthy period given to pursue an individual's passions, educational time may be given to help employees build their credentials. Businesses may give this time for workers to study for and complete industry tests or hone work-related skills, like an actuarial exam or attending a conference.



Compensatory Time

This type of PTO is more complicated than many others on this list. It's a method for compensating employees with time off instead of overtime pay. However, this can be illegal in many instances, so you should consult with legal counsel and review the Fair Labor Standards Act (FLSA) guidelines before implementing this PTO type.

Summary

These types of time off are not exhaustive, but they represent the breadth of PTO categories. Many businesses will only use a few of these categories, not all. Consider which three to four types will be most valuable to your employees. If you cannot narrow down this list, perhaps a PTO bank will best suit your needs. Read about it and weigh your options in the following section.

Pros and Cons of PTO Banks

Specifying why you're taking time off is no longer necessary at many companies. Whether vacation time or sick days, the time all comes from the same place. Many companies are experimenting with PTO bank structures, opposed to the traditional vacation, sick and holiday PTO packages. This section offers arguments for and against pooling all time off into PTO banks.

Benefits of PTO Banks

There are several benefits—for both the employee and the employer—of using a PTO bank versus the traditional PTO allotment of vacation and sick days.

- Your company appears more attractive to potential employees and current employees because they are allotted more days to take off. Since many employees do not use all their sick days, they view the lump sum as more vacation time.
- Employees are treated as adults and are able to make their own decisions regarding vacation and personal time without having to provide an explanation to their employers. This trust can help your company culture and retention figures.
- Employees do not have to lie about being sick to take care of personal issues that they would rather not discuss with their employer.
- Healthy employees don't feel penalized, much like how nonsmokers can feel penalized when everyone is given time for smoke breaks.
- Employers often carry less financial liability to cover accrued vacation time (most PTO banks limit the number of days that can be carried over to the next year).
- Administration of these plans is not as complex and does not require as much guidance.

Disadvantages of PTO Banks

Unlike more traditional PTO structures, employees have full control over when and how to use their time in a PTO bank, which can present several downfalls.

- Some employees take advantage of their freedom and are gone more frequently than they would if they had specific days for certain purposes. For instance, someone that would not normally use eight sick days because they are not ill for eight days in the year, could use all eight PTO days because they are available. This can have obvious consequences on your bottom line.
- Since many employees view PTO banks as a lump of vacation time, many come to work ill because they want to save their days for more exciting activities than bedrest. Consequently, other employees can get sick and production may slow.
- Under some laws, when employees leave the company, employers must pay out PTO days because they are considered a vacation benefit, whereas sick days would not have been paid out under a traditional PTO structure. Consult state and federal laws to see which laws your company is subject to.

- Upon implementing a PTO bank structure, longtime employees could receive a large monetary payout for all of their accrued vacation and sick time, or they might bank a tremendous number of paid days off. Consult applicable laws to be sure.
- If employees use all their PTO early in the year, they have no safety net if they get sick later on.
- PTO plans can breed resentment among employees, as some use them to care for sick children or elderly parents, whereas others without those responsibilities may use them solely for recreation and vacation.

Recommendations

If your company is considering implementing a PTO bank structure, there are several considerations to take into account. First and most importantly, make sure this benefit option fits with your company environment and culture. If you are not open to flexible work schedules such as flex-time or flex-place arrangements, a PTO bank may not be a good option either. Additionally, it's best to establish clear directives for your employees before implementing the plan. For instance, you may require employees to give at least a three-day notice before using PTO unless they are sick or there is an emergency. With that, you must also define an emergency situation and stick to that definition. Does a sick child or a flat tire count as an emergency? What about a hangover? Or waking up on the wrong side of the bed? If the policy is straightforward and clearly outlined, employees will not feel as emboldened to take advantage of their newfound freedom.

It's best to establish clear directives for your employees before implementing the plan.

Finally, just because employees have control of when and why they take PTO doesn't mean you can't manage them while they're at work. For instance, if they come in sick because they don't want to use PTO, you can still send them home. Days in a PTO bank are designed for fun times as well as illness, so they should be used as such.

In summary, a PTO bank is a viable option that should be considered, as it works well for many companies and can be a beneficial alternative to traditional vacation and sick time off. Just be sure to garner employee and management feedback and weigh the pros and cons above before making any decisions.

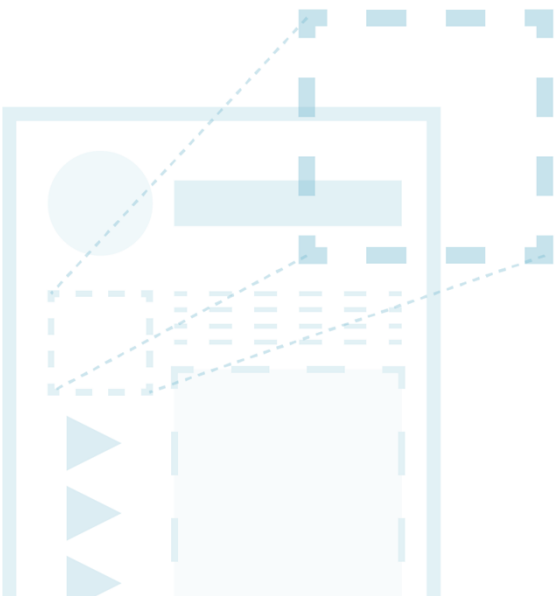
Designing Your PTO Policy

As earlier sections discuss, you may include any [number of PTO types](#) in your policy. This section elaborates on different ways you can structure your plan. These structures might include any of those PTO types—this section focuses on the plan mechanics, not their specific details.

Policy Design Considerations

The following factors should be considered when designing a PTO policy:

- Will you distinguish between PTO types employees may use, or will all PTO be banked together?
- How many PTO days will be available to employees? Will those days be determined by job level, seniority or another factor?
- Will PTO replace all forms of paid absence or will you retain separate policies for typically unanticipated leaves, like bereavement or jury duty?
- Will any of the PTO days be eligible to carry over to the following year? If not, must the account be paid out at the end of the year?
- How is payment calculated for unused PTO days? Will the employee get 100 percent of the cash value or a lesser percentage?
- If the employee leaves the company, will the individual receive the value of their PTO account? Or will it only be paid out when the employee voluntarily resigns or retires?
- How will the program be administered and coordinated with payroll?
- How often will the program be reviewed, and by whom?



PTO Plan Structures

PTO Bank

When all time off is bundled into a single pool, it's called a PTO bank—some companies just call it “PTO” and leave it at that, but this toolkit [distinguishes the term](#). PTO banks are attractive to some organizations for a number of reasons, namely the ease of tracking. Employees don't need to specify which category their time off is coming from, and employers don't need to track multiple PTO types. For instance, workers could take time off for illness, personal time or vacation, and it would all come from the same PTO pool.

Accrued Time Off

This policy structure can be applied to a specific PTO type, like vacation time, or to an entire PTO bank. Essentially, employees earn their PTO by working a certain number of hours each week. When employees earn PTO is usually determined on a pay period basis. For instance, if you have 100 hours of PTO a year and get paid biweekly, you'd earn around four hours of PTO each pay period.

An accrued PTO structure means employees might not be able to take vacations early in the year, or they may need managerial approval since they won't have earned much PTO yet. Additionally, many states have laws outlining how accrued PTO translates to pay. In certain states, when an employee quits, you must reimburse them for any unused PTO they accrued. On the flipside, employees may receive a deduction on their final paycheck if they prematurely used PTO they had not yet accrued. Consult with your state laws when reviewing this section of your policy.

Upfront PTO

This structure is exactly what its name suggests: employees get all their PTO immediately at the start of the year (or hire date). This can help make tracking easier because there is no calculation, like with a PTO bank, but it can also be problematic if state laws require you to pay out for unused PTO when an employee leaves the company. If your organization sees a lot of turnover, this might wind up costing you.

Tiered PTO

A tiered structure works by giving different employee groups different PTO. This might mean giving senior employees more time off or allowing them to accrue time off faster than newer hires. A tiered structure could also be used based on job titles or departments. Offering more PTO to senior employees could help incentivize workers to stick around, helping your retention figures. Alternatively, providing more PTO for certain job duties may generate more applicants for those roles.

Unlimited PTO

This structure is a bit self-explanatory—it's when employees are allowed unlimited PTO. This might mean a bottomless PTO bank or just unlimited use of a certain PTO type, like sick days. Obviously, an unlimited PTO structure requires a lot of trust between employees and employers. It can also save HR from having to track PTO, depending on your design. One of the biggest concerns with this structure is overlapping time off. When drafting your policy, be sure to stipulate when PTO can be used. Employees may have unlimited PTO, but that shouldn't mean they can all use it at the same time.

PTO Policy Best Practices

Designing a PTO policy that works for your company and employees is not an easy process. Many steps require careful consideration and compliance know-how, but we're here to help guide you. This section provides an overview of best practices to keep in mind when reviewing your PTO policy.

Encourage PTO Usage

Taking time away from work can be great for recharging and coming back refreshed. In fact, many studies point to time off as critical for sustained productivity—since constant work can lead to burnout. Knowing this, it's important you encourage employees to use their PTO. Treat PTO for what it is, a benefit for employees, and not like a speed bump to your business operations. Otherwise, employees may become disgruntled if they feel like they are discouraged from using the PTO they've acquired.

Promote PTO Using Company Culture

Many successful companies that might be described as “work hard, play hard” offer tempting PTO policies. Microsoft, Google and Adobe all boast generous time off for their employees. As unlimited PTO plans and private-sector sabbaticals attest to, employee wellness seems to be a lasting trend. Companies are giving employees more resources for bettering themselves and, by extension, receiving better quality of work. If your business wants to adopt a more wellness-focused culture, an attractive PTO policy may be a good place to start.

Monitor Employee PTO

Unless you offer an unlimited PTO policy, tracking employee PTO is very important. Depending on your setup, there may be calculations involved for accruing PTO and limits on when it may be used by employees. Moreover, PTO is a benefit and a privilege, so poor monitoring can lead to abuse and extra time off, which diminishes the benefit altogether. Employees work hard to earn their PTO (in accrued structures and otherwise), so you must treat PTO as the valuable commodity it is.

Don't Interrogate for PTO Reasons

Employees use PTO for a variety of reasons (e.g., kids staying home from school, doctor appointments, car trouble and personal time). Unless your PTO structure has specific categories, avoid grilling employees about why they're using PTO. A manager operating within a PTO bank policy may simply be conversational when asking, “Why are you taking PTO?” But an employee may interpret that as a validity test for their PTO—worrying that the request may be rejected if they give the “wrong” answer. Approving time off before asking such questions may help dissuade such feelings. As a rule, employees shouldn't feel like they need to justify their PTO as long as they're complying with the policy.

Keep PTO Reasons Confidential

If employees choose to share why they're taking PTO (or if your policy stipulates they must tell you so you can deduct time from the appropriate PTO category), treat that information as confidential. In other words, don't share the employee's plans with those who don't need to know. Doing so could jeopardize the employee's trust and potentially expose you to legal trouble.

Have a Clear Policy

Making your PTO policy understandable is just as important as its components. Every employee should be able to access and make sense of your policy. What's more, a clearly written policy can help if you need to deny PTO for some reason. If it's laid out in black and white, employees won't have reason to suspect their PTO is being denied for malicious or subjective reasons. However, that's only if all PTO requests are treated the same. For instance, if you approve one employee's time off even though it was outside the timeframe your policy requires, don't be surprised if other employees expect the same treatment.

Revisit and Reevaluate if Needed

As the example in the paragraph above illustrates, sometimes you may be compelled to approve time off that technically conflicts with your policy, like submitting a request too late. While it's acceptable and sometimes easier to treat these situations on a one-off basis, consider revisiting your policy if these instances become more frequent. Moreover, a PTO policy is not set in stone. Revise and adapt your policy as your company grows. When thinking about revisions, ask yourself, "Does this policy help my business and my employees, or could it be better?"

Legal Considerations

Designing the perfect PTO policy is a challenge made even harder by its legal pitfalls. Laws like the Americans with Disabilities Act, FMLA, FLSA and others can complicate your plan design. On the state level, you may be required to pay out for unused PTO in some locations but not others—a potential headache for multi-state businesses. Beyond that, knowing which employees are exempt and which are not—as well as how that affects their PTO—is another critical detail that can generate problems if not handled properly.

These examples are by no means exhaustive—they merely illustrate how murky the waters of PTO policy design can be. Horst Insurance can help guide your policy, but a legal professional will need to review anything before it's finalized. Speak with legal counsel to determine if your policy has any blind spots.

Conclusion

Giving employees time off from work can be an easy way to round out your benefits offerings. When taken advantage of, PTO can bring employees back into the workplace with renewed energy and productivity. For these and many other reasons, consider creating or reviewing your time off policy.

As the marketplace evolves, so too should your policy. Employees want flexibility and a sensible work-life balance. A quality PTO policy offers that, helping you attract and retain valuable talent. Let us help maintain your business as a great place to work and as a place that values its employees. Speak with us today to discuss how we can rejuvenate your PTO policy!

Continue reading for a comprehensive appendix section that's full of printable resources.

Appendix

This appendix contains valuable assets you can distribute within your organization, including surveys, forms and a sample PTO policy. Customize the materials to best suit your needs and strengthen your PTO policy.

Printing Help

There are many printable resources in this appendix. Please follow the instructions below if you need help printing individual pages.

1. Choose the “Print” option from the “File” menu.
2. Under the “Settings” option, click on the arrow next to “Print All Pages” to access the drop-down menu. Select “Custom Print” and enter the page number range you would like to print, or enter the page number range you would like to print in the “Pages” box.
3. Click “Print.” For more information, please visit the Microsoft Word [printing support page](#).

PTO POLICY AND PROCEDURE SCORECARD

Creating a PTO policy can be a monumental task. Creating one that works for your business and employees is even more challenging. Legal pitfalls, employee lifestyle choices and accurate monitoring practices all factor into your policy and its administration.

Answer the questions below to check your PTO policy for blind spots.

INSTRUCTIONS: Begin by answering the questions below. Each response will be given a numerical value depending on the answer. After completing the questions, total your score using the bottom of the page.

- **YES:** 0 points

- **NO:** 2 points

- **UNSURE:** 2 points

QUESTION	YES	NO	UNSURE	SCORE
1. Do you have a time off policy in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are you aware of the time off policies others in your industry offer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Have you surveyed employees to learn their thoughts on your PTO policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Have you reviewed your policy within the last three years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Are employees encouraged to use PTO?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Is your policy easily accessible for employees and does it specify when and how PTO may be used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Have you considered revising your policy to attract more applicants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Do you have a system to track and monitor employee PTO usage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Do most employees use all their vacation days?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Has legal counsel reviewed your policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TOTAL SCORE:				

0-4 **Good policy** Contact Horst Insurance to confirm.

5-16 **Some blind spots** Contact Horst Insurance today.

17-20 **Policy needs review** Contact Horst Insurance today.

Employee Feedback PTO Survey

Are you satisfied with our time off policy? Do you have suggestions for improvement or issues you'd like to bring up? This is your opportunity! Take a few minutes to answer the questions below and help us improve our paid time off (PTO) policy.

- 1

How long have you been with the company?
- 2

What do you like most about 's time off policy?
- 3

What do you like least?
- 4

Do you use all your time off each year?
- 5

Briefly explain why or why not
- 6

How would you use more time off if you had it?
- 7

How important is time off to you when looking for jobs? Circle one.

1 (Not important) – 2 – 3 – 4 – 5 – 6 – 7 – 8 – 9 – 10

Additional Comments (Optional)

USE IT OR LOSE IT!



Don't risk **losing** your paid time off (PTO) at the end of the year. Time away from work can help **manage stress, improve health** and keep you **energized**. So get out there and use those vacation days!

Work will be here when you return.

All Your PTO Now in One Place



Have you heard? Time off just got way less complicated. All your days off are now combined into one big bucket, called a paid time off (PTO) bank. Use them for vacation, sickness or personal time.

Speak with us to learn more!

PTO Payout Request Form

Employee Name	Employee ID Number
Job Title	Department
Name of Immediate Supervisor	Employee Phone Number

I hereby request a PTO payout for hours of PTO. I understand that payout is a voluntary alternative to using PTO hours for time away from work. Because PTO payout is provided in addition to my regular salary, I understand that it will be paid at a rate of 50 percent, with all applicable deductions being taken as well. I also understand that the PTO payout request cannot be changed after submission.

Employee Signature	Date

PTO Tracker

[illegible]

Sample PTO Policy

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

PTO provides employees the freedom to decide how to use their personal time off. believes this program offers more generous time off with pay than traditional vacation, sick and personal time packages. Employees can use their PTO 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 severe weather or adverse driving conditions

PTO does not replace the Company holiday schedule. We will continue to have compensated holidays each year.

Eligibility for PTO

All full-time (if applicable: and part-time) employees are eligible to earn PTO on a (pick one: weekly/monthly) basis. Full-time employees earn PTO by working at least [insert # of hours] hours per week (if applicable: while part-time employees earn PTO by working at least [insert # of hours] hours per week).

PTO Accrual

Employees accrue PTO hours after [insert # of months] months of employment. After that point, full-time employees will accrue PTO hours each pay period. Accrued PTO is available for immediate use. (if applicable: Part-time employees will accrue PTO hours at a rate of 50 percent of the PTO hours allotted to full-time employees.) Employee PTO is capped at [insert # of hours] hours.

Employee PTO Accrual Table

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

Maximum PTO Accrual

As mentioned above, employee PTO is capped at [insert # of hours] hours. Therefore, 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

encourages employees to use their PTO responsibly and, whenever possible, to schedule time for vacations or personal leave appointments in advance. Every time-off request will be evaluated and subject to approval depending on staffing needs at the time. understands there may be occasions, such as 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 also includes time off for unexpected emergencies or illness. Do not use PTO to cover time missed from work due to tardiness, except in the case of severe 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 accrued PTO. *Note: See separate policies on those topics to address these situations.*

PTO Tracking

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 pay stub each month for your records.

List of Paid Company Holidays

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day

- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

NOTE: Employers should review applicable local and state laws regarding paid sick leave. If an employer wants their PTO policy to comply with a paid sick leave law, the policy must generally meet the minimum requirements for accrual and usage, as provided under the applicable paid sick leave law.