# Employee PTO Policy Template

Welcome to our organization! We are excited to have you on board. Below is our Paid Time Off (PTO) policy, which outlines the guidelines for requesting and using PTO.

1. Eligibility:

- All full-time employees are eligible for PTO.
- Part-time employees are eligible for PTO on a prorated basis.

2. Accrual:

- PTO accrual begins on the first day of employment.
- Employees accrue PTO based on their length of service and employment status.

3. Requesting PTO:

- Employees must submit a PTO request form to their manager at least [insert number] days in advance.
- Managers will review and approve PTO requests based on business needs and staffing requirements.

4. PTO Usage:

- PTO can be used for vacation, personal time, illness, or other approved reasons.
- PTO cannot be used before it is accrued.

5. Carryover and Payout:

- Unused PTO may be carried over to the next year, up to a maximum of [insert number] days.
- Upon separation from the company, employees will be paid out for any unused PTO.

6. Holidays:

- Company holidays are separate from PTO and are outlined in the employee handbook.

7. Tracking:

- PTO balances will be tracked in the company's HR system.
- Employees can view their PTO balance and history at any time.

For more details on our PTO policy, please refer to the employee handbook. If you have any questions, please reach out to HR.

Thank you for your attention to this policy. We look forward to working with you!