



# Onboarding New Employees: Working Hours, PTO, and Vacation Policy

Welcome to our team! We are excited to have you on board and want to ensure you have all the information you need regarding our working hours, PTO, and vacation policy.

## 1. Working Hours:

- Our standard working hours are [insert hours here].
- We expect all employees to be punctual and adhere to their designated work schedule.
- If you need to request a change in your working hours, please speak with your manager for approval.

## 2. Paid Time Off (PTO):

- You are eligible for PTO based on [insert PTO accrual rate here].
- PTO requests must be submitted [insert time frame for requesting PTO here] in advance.
- Unused PTO will [insert policy for unused PTO here].

## 3. Vacation Policy:

- Employees are entitled to [insert number of vacation days here] vacation days per year.
- Vacation requests must be submitted [insert time frame for requesting vacation here] in advance.
- Approval of vacation requests will be based on [insert criteria for approving vacation requests here].

For more detailed information on our working hours, PTO, and vacation policy, please refer to our employee handbook [insert link to employee handbook here].

If you have any questions or need further clarification, please do not hesitate to reach out to HR.

We look forward to working with you and hope you have a successful and fulfilling career with us!

Sources:

- Department of Labor: Working Hours (<https://www.dol.gov/general/topic/workhours>)

- Society for Human Resource Management: PTO Policy

([https://www.shrm.org/resourcesandtools/tools-and-samples/policies/pages/cms\\_009494.aspx](https://www.shrm.org/resourcesandtools/tools-and-samples/policies/pages/cms_009494.aspx))

- Wikipedia: Vacation Policy (<https://en.wikipedia.org/wiki/Vacation>)