

PTO & Time-Off Policy Template

A clear starter policy for how time off is requested, approved, and tracked. Have this reviewed against your state's specific requirements before publishing.

Types Of Time Off

- ☐ Vacation / PTO
- ☐ Sick leave
- ☐ Holidays observed
- ☐ Bereavement
- ☐ Jury duty
- ☐ Unpaid leave

How Much Time Off

TENURE	VACATION DAYS	SICK DAYS
Year 1		
Years 2-4		
Year 5+		

Requesting Time Off

1. How far in advance does a request need to be made?
2. Who approves requests?
3. What's the process for last-minute or emergency time off?
4. Is there a blackout period (busy season) where requests are limited?

Tracking

- ☐ A clear system for logging requested, approved, and remaining time off
- ☐ Employees can see their own balance at any time
- ☐ Unused time off policy stated clearly

What To Confirm Before Publishing

- ☐ State-specific sick leave requirements checked
- ☐ Policy reviewed by someone knowledgeable about employment law
- ☐ Policy applied consistently, not case-by-case