

Company Name:

Department:

PTO ACCRUAL & PAYROLL TEMPLATE

Effective Date:

Review Date:

I. Company PTO Accrual Policy Framework

Accrual Method / Frequency

Eligible Employee Classes

Standard Annual Accrual Cap (Hours)

Maximum Carry-Over Limit (Hours)

Waiting Period & Milestone Accrual Rate Increases

Unused PTO Policy upon Separation

II. PTO Accrual & Payroll Calculator

Date:

Prepared By (HR Representative Signature)

Date:

Approved By (Authorized Manager Signature)