

PAID TIME OFF (PTO) & ACCRUAL POLICY

Payroll Integration & System Mapping Template

Company Name:

Effective Date:**Policy ID / Version:**

Approved By:

1. POLICY ADMINISTRATION & ELIGIBILITY

Eligible Employee Classification(s):

Waiting Period for Accrual Commencement:

Waiting Period before First PTO Use:

Accrual Frequency:

Weekly

Bi-Weekly

Semi-Monthly

Monthly

Annually (Front-Loaded)

2. PTO ACCRUAL RATE SCHEDULE

Service Period (Years)	Annual Accrual (Hours)	Accrual Rate per Pay Period	Maximum Carryover Limit
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Maximum Accrual Cap (Total Balance Limit):

3. PAYROLL SYSTEM INTEGRATION MAPPING

PTO Type / Category	Payroll Earnings Code	Accrual Code	GL Liability Account Code
Paid Time Off (Standard)			
Sick Leave (If separate)			
Personal Leave (If separate)			
Unpaid Leave			

4. USAGE RULES & TERMINATION PAYROLL TREATMENT

Minimum PTO Request Increment (e.g., 1 hour, 4 hours, 1 day):

Advance Notice Required for Planned PTO (Days):

Treatment of Accrued, Unused PTO upon Separation:

Fully paid out up to a maximum of _____ hours

Forfeited (where permitted by state/local law)

Paid out based on years of service schedule below:

Separation Payout Terms / Notes:

5. POLICY APPROVALS & SIGN-OFF

Human Resources Representative Signature Date

Name/Title:

Payroll Operations Representative Signature Date

Name/Title: