

Paid Time Off & Accrual Policy Agreement

EMPLOYEE NAME

EMPLOYEE ID

DEPARTMENT

JOB TITLE

EFFECTIVE DATE

1. PTO ACCRUAL RATES & SCHEDULE

Paid Time Off (PTO) is accrued per pay period according to the schedule below, based on continuous years of active employment. Accruals begin on the first day of employment, and time may be taken following the completion of any initial probationary period, if applicable.

YEARS OF SERVICE	ACCRUAL RATE (PER PERIOD)	ANNUAL MAXIMUM ACCRUAL	MAX CARRYOVER LIMIT

2. ACCRUAL PARAMETERS & CAPS

PAY PERIOD FREQUENCY (E.G., WEEKLY, BI-WEEKLY, SEMI-MONTHLY)

MAXIMUM ACCUMULATION CAP (HOURS)

CARRYOVER EXPIRATION DATE (IF APPLICABLE)

PAYOUT POLICY UPON SEPARATION

3. INITIAL BALANCE ALLOCATION

PTO CATEGORY	STARTING BALANCE (HOURS)	DATE OF ALLOCATION	NOTES / EXCEPTIONS
Vacation			
Sick Leave			
Personal / Other			

4. ACKNOWLEDGEMENT AND AUTHORIZATION

By signing below, the employee acknowledges receipt, understanding, and acceptance of the Company's Paid Time Off (PTO) and Accrual Policy. The employee agrees that PTO accruals, usage, and payouts will be managed in accordance with these guidelines and integrated with the company's payroll systems.

EMPLOYEE SIGNATURE

DATE

AUTHORIZED HR / PAYROLL REPRESENTATIVE SIGNATURE

DATE