

ANNUAL PTO ACCRUAL AND PAYROLL POLICY

Policy & Procedures Document

**Company
Name:** _____

Effective Date: _____

Department: _____

Review Cycle: _____

1. Purpose & Scope

This document establishes the guidelines, accrual rates, and payroll processing parameters for Paid Time Off (Sabbatical, Vacation, Personal, and Sick leave) for eligible employees. This policy applies to all full-time and part-time personnel as defined by the organization's payroll architecture.

2. Eligibility & Accrual Schedule

Employees earn PTO hours based on continuous service length and payroll cycles. Accrued hours are credited to the employee's account at the end of each designated pay period.

Years of Service	Accrual Rate Per Pay Period	Annual Maximum Accrual	Maximum Carryover Limit

3. Accrual Rules & Limits

- **Waiting Period:** New hires will begin accruing PTO immediately upon hire, but may not utilize accrued balances until completing _____ calendar days of continuous employment.
- **Cap on Accumulation:** Accumulation of PTO is capped at _____ hours. Once an employee reaches this ceiling, accrual will cease until the balance drops below the threshold.
- **Negative Balances:** Negative PTO balances are strictly prohibited unless authorized in writing by the Chief Academic/Financial Officer. Unauthorized negative balances will result in payroll deductions.

4. Request & Approval Workflow

Except in emergencies or illness, requests for PTO must be submitted through the payroll administration portal at least _____ days prior to the requested start date. Managers must review and approve/deny requests based on operational requirements.

5. Payroll Integration & Termination

PTO hours are paid at the employee's regular base rate of pay at the time of usage. Upon separation of employment, eligible employees shall be compensated for accrued, unused PTO up to a maximum of _____ hours, subject to state and local regulations.

6. Document Approval & Authorization

By signing below, the authorized executives accept and implement this Paid Time Off and Accrual Policy for active payroll processing.

Authorized HR Representative Signature

Name:

Date:

Authorized Executive Signature

Name:

Date: