

Viable Options

PTO Policies & Procedures

PTO Accrual for Salaried Employees

Non-Executive Employees:

Year 1-2:	2 weeks (10 business days)
Year 3-5:	3 weeks (15 business days)
Year 6-9:	4 weeks (20 business days)
Year 10+:	5 weeks (25 business days)

Executive Employees (CEO, COO, CFO, CMO, CIO, CTO, etc.):

Year 1-2:	3 weeks (15 business days)
Year 3-5:	4 weeks (20 business days)
Year 6-9:	5 weeks (25 business days)
Year 10-14:	6 weeks (30 business days)
Year 15+:	7 weeks (35 business days)

For First Year Employees:

If hired between **January 1 – June 30**, you are eligible for the full vacation package for the first year of employment.

- Non-Executive Employees: 2 weeks (10 business days)
- Executive Employees: 3 weeks (15 business days)
- Vacation days are made available after 3 months

If hired between **July 1 – August 15**, you are eligible for half ($\frac{1}{2}$) of your vacation package for the first year of employment.

- Non-Executive Employees: 1 week (5 business days)
- Executive Employees: 1.5 weeks (8 business days)
- Vacation days are made available after 8 weeks

If hired between **August 16 – October 1**, you are eligible for one third ($\frac{1}{3}$) of your vacation package for the first year of employment.

- Non-Executive Employees: 3.5 days
- Executive Employees: 1 week (5 business days)

- Vacation days are made available after 6 weeks

If hired between **October 1 – November 15**, you are eligible for one quarter (¼) of your vacation package for the first year of employment.

- Non-Executive Employees: 2.5 days
- Executive Employees: 4 days
- Vacation days are made available after 4 weeks

PTO Rollover for Salaried Employees:

If you have not used all of your accrued vacation time at the end of the year, you may apply up to four weeks (20 business days) of accrued time to the following year.

PTO Compensation for Salaried Employees:

Terminated employees will not be compensated for PTO accrued. If an employee resigns, they must follow the designated Resignation Procedure in order to receive compensation for accrued PTO.

PTO Procedure for Salaried Employees

The next January 1 following official hire marks the second year of employment for all staff and they will receive vacation days in accordance with that year of service.

If you're sick or need a personal day off, your vacation time will be applied to days absent from the office. Personal days off cannot be consecutive unless approved by your direct supervisor or the CEO. Sick days will be granted, up to 3, but will require approval from your direct supervisor or the CEO should more time be needed. PTO and sick days do not require prior authorization, but do demand that you notify your direct supervisor or the CEO via written communication (i.e. email or text), within 24 hours of the absence from work. Any days out of the office will be deducted as vacation unless specifically requested as unpaid time off with prior approval from your direct supervisor or the CEO.

Vacation days can be deducted as partial days in cases where you wish or need to leave the office early. This requires prior authorization from your direct supervisor or the CEO 24 hours in advance of the desired early departure.

Paid Federal Holidays:

The following Federal Holidays are paid for all employees and will not be deducted from accrued vacation time:

- New Year's Day
- Memorial Day
- Independence Day (4th of July)
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day

If a Federal Holiday falls on a weekend, it will be observed the following Monday.

PTO Accrual for Hourly Employees

For employees working an average of 32 hours per week:

Year 1:	1 week (5 business days)
Year 2:	1.5 weeks (7.5 business days)
Year 3-5:	2 weeks (10 business days)
Year 6-9:	2.5 weeks (12.5 business days)
Year 10:	3 weeks (15 business days)

For First Year Employees:

If hired between **January 1 – June 30**, you are eligible for the full vacation package for the first year of employment.

- 1 week (5 business days)
- Vacation days are made available after 3 months

If hired between **July 1 – August 15**, you are eligible for half ($\frac{1}{2}$) of your vacation package for the first year of employment.

- 2.5 days
- Vacation days are made available after 8 weeks

If hired between **August 16 – October 1**, you are eligible for one third ($\frac{1}{3}$) of your vacation package for the first year of employment.

- 1.5 days
- Vacation days are made available after 6 weeks

If hired between **October 1 – November 15**, you are eligible for one quarter (¼) of your vacation package for the first year of employment.

- 1 day
- Vacation days are made available after 4 weeks

PTO Rollover for Hourly Employees:

If you have not used all of your accrued vacation time at the end of the year, you may apply up to two weeks (10 business days) of accrued time to the following year.

PTO Compensation for Hourly Employees:

Terminated employees will not be compensated for PTO accrued. If an employee resigns, they must follow the designated Resignation Procedure in order to receive compensation for accrued PTO.

PTO Procedure for Hourly Employees

The next January 1 marks the second year of employment for all staff and they will receive vacation days in accordance with that year of service.

If you're sick or need a personal day off, your vacation time will be applied to days absent from the office. Personal days off cannot be consecutive unless approved by your direct supervisor or the CEO. Sick days will be granted, up to 3, but will require approval from your direct supervisor or the CEO should more time be needed. PTO and sick days do not require prior authorization, but do demand that you notify your direct supervisor or the CEO via written communication (i.e. email or text), within 24 hours of the absence from work. Any days out of the office will be deducted as vacation unless specifically requested as unpaid time off with prior approval from your direct supervisor or the CEO.

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- Christmas Day

If a Federal Holiday falls on a weekend, it will be observed the following Monday.

Procedure for Requesting Time Off (Paid or Unpaid)

Time off can be requested by filling out the *Time Off Request Form*, which is available in PDF form on the employee resources page (viableoptions.org/employee-resources), and submitting it to your direct supervisor at least one week in advance. Within the form, there will be opportunity to clarify the reason for leave, its designation (e.g. vacation, bereavement, etc.), and whether you would like to request it as paid or unpaid. (This form will need to be filled in its entirety in order to be considered as a valid request.)

NOTE: An official request for time off does not guarantee approval, unless in situations where official leave is appropriate and required by law and/or Viable Options' policy.