Time off and leave policy (handbook section)

How to use this template: replace every [bracketed] item, delete policies that do not apply, and add the policies your state and city require. This is sample wording, not legal advice. Have an employment attorney or HR professional in your state review the final handbook before you give it to employees.

Paid time off (PTO)

Employee type	PTO earned	Yearly maximum	Carryover limit
Full-time	[hours] per pay period	[hours]	[hours]
Part-time	[1 hour per (number) hours worked]	[hours]	[hours]
Temporary or seasonal	[sick leave only, as required by law]		

PTO starts accruing on your first day and may be used after [number] days, unless state law allows earlier use. Request planned PTO at least [two weeks] ahead. PTO is paid at your regular rate and does not count as hours worked for overtime. Unused PTO is [paid / not paid] at separation, as state law requires.

Sick leave

Employees earn paid sick leave at the rate required by [state or city], or [rate], whichever is greater. Sick leave may be used for your own or a family member's illness, preventive care and other reasons the law allows. Give notice as soon as you can. We only ask for documentation where the law permits it.

Holidays

Holiday	Date observed this year
New Year's Day	
Memorial Day	
Independence Day	
Labor Day	
Thanksgiving Day	
Christmas Day	

Non-exempt employees who work on a company holiday are paid [rate]. Holidays that fall during PTO are paid as holiday pay, not PTO.

Family and medical leave (FMLA)

[For employers with 50 or more employees.] Eligible employees may take up to 12 workweeks of unpaid, job-protected leave in a 12-month period for their own serious health condition, to care for a spouse, child or parent with a serious health condition, for the birth or placement of a child, or for certain military family needs. [Insert the full FMLA general notice from the Department of Labor here.]

Other leave

- Bereavement: [number] paid days for [family members].
- Jury duty: [paid / unpaid] for [days].
- Military leave: as required by USERRA and state law.

Free template from workzenly.com

- Voting: as required by state law.
- Other leave required by state or local law: [list].

Free template from workzenly.com