Paid Time Off (PTO) Policy

Policy Overview

Quantum Dynamics provides Paid Time Off (PTO) to all full-time employees for rest, personal obligations, and work-life balance. This document outlines PTO accrual, usage guidelines, and approval procedures.

Eligibility

- **Full-time employees**: Eligible for PTO benefits as outlined below
- **Part-time employees (20+ hours/week)**: Eligible for pro-rated PTO based on scheduled hours
- **Temporary/contract employees**: Not eligible for PTO

PTO Accrual Rates

Years of Service	Annual PTO Allowance	Accrual Per Pay Period
0-2 years	15 days (120 hours)	4.62 hours
3-5 years	20 days (160 hours)	6.15 hours
5+ years	25 days (200 hours)	7.69 hours

- PTO accrues each pay period
- Maximum PTO balance: 1.5× annual accrual
- Accrual begins on date of hire; available for use after 90 days of employment

Using PTO

Scheduling Requirements

- PTO requests should be submitted through Workday with at least:
  - 1 week notice for 1-2 days off
  - 2 weeks notice for 3+ days off
  - 1 month notice for 5+ consecutive days
- Exception: Sudden illness or emergencies (see Unplanned Absences section)
- Approval is based on business needs and is at manager discretion
- PTO is tracked in minimum increments of 4 hours (half-day)

Approval Process

1. Employee submits PTO request in Workday
2. Manager reviews and approves/denies within 3 business days
3. Employee receives notification of decision
4. Approved time off appears in team calendar

Blackout Periods

PTO requests may be restricted during: - Annual product release periods (typically March and September) - Year-end financial closing (December 15-January 15) - Company-wide events or critical project deadlines

Unplanned Absences

For sudden illness or emergencies: 1. Notify your manager directly via call or text as soon as possible 2. Submit the PTO request in Workday within 24 hours of return 3. For absences exceeding 3 consecutive days, a doctor's note may be required

PTO Carryover and Payout

Carryover

- Up to 40 hours (5 days) of unused PTO may be carried over to the following year
- Carried over PTO must be used within the first quarter of the new year
- PTO exceeding the carryover limit on December 31 will be forfeited

Payout Upon Separation

- Employees who resign with proper notice (2 weeks for non-management, 4 weeks for management) will be paid for accrued, unused PTO
- Employees terminated for cause will forfeit all unused PTO
- PTO payout will be calculated at the employee's base pay rate
- Maximum PTO payout: 80 hours (10 days)

PTO Donation Program

Employees may donate accrued PTO to colleagues facing medical emergencies or family hardships: 1. Submit PTO donation request to HR 2. Minimum donation: 4 hours 3. Maximum donation: 40 hours per calendar year 4. Donations are confidential and non-reversible

Holiday and PTO Interaction

- PTO is not required for company-observed holidays
- If a company holiday falls during PTO, that day is counted as holiday pay, not PTO
- Reference the Employee Handbook for the current year's holiday schedule

PTO Tracking and Reporting

- Current PTO balances are visible in Workday
- Managers receive monthly PTO utilization reports

- HR reviews company-wide PTO usage quarterly

Questions and Support

For questions regarding PTO policy or specific situations, contact: - Your direct manager - HR Partner assigned to your department - HR Service Desk: hr@quantumdynamics.com or x1234