

## **Time Off/Vacation Policy for CNY Cleaning Solutions**

At CNY Cleaning Solutions, we value the well-being and satisfaction of our part-time staff members. To ensure fairness and consistency, we have established the following Time Off/Vacation Policy:

### **1. Eligibility:**

- All part-time staff members are eligible for paid time off (PTO) after completing one year of continuous service with CNY Cleaning Solutions.

### **2. Accrual and Utilization:**

- PTO accrues based on the number of hours worked.
- Staff members can accrue PTO at the rate of 1 hour for every 25 hours worked.
- PTO can be utilized in increments of a minimum of 2 hours or more.
- Staff members must request PTO at least two weeks in advance, except in cases of emergencies or unforeseen circumstances.

### **3. Carryover and Maximum Accumulation:**

- Unused PTO hours cannot be carried over from year to year.
- There is a maximum accumulation limit of 28 hours of PTO for the year.

### **4. Payout Upon Termination:**

- Upon termination of employment or resigning, staff members are not entitled to cash out their accrued PTO hours.

### **5. Fairness for Varying Work Hours:**

- The PTO accrual system ensures fairness for staff members with varying work hours.
- PTO accrues proportionally based on the number of hours worked, ensuring equitable treatment for all employees.

### **6. PTO Request Procedure:**

- To request PTO, staff members must submit a request through the designated channel.
- Supervisors will review and approve PTO requests based on staffing needs and the timing of the request.

### **7. PTO Tracking:**

- CNY Cleaning Solutions will maintain accurate records of PTO accrual, utilization, and remaining balances for each staff member. Gusto and your paycheck will show this information.

**8. Notification of Policy Changes:**

- Any changes or updates to the Time Off/Vacation Policy will be communicated to all staff members in a timely manner.

CNY Cleaning Solutions is committed to fostering a supportive work environment where our staff members can achieve a healthy work-life balance. This Time Off/Vacation Policy is designed to promote fairness, consistency, and employee well-being within our organization. If you have any questions or concerns regarding this policy, please don't hesitate to reach out to us for clarification.