

# Revised Time Off/Vacation Policy for CNY Cleaning Solutions

12.1.24

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:

## **Eligibility**

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

## **Accrual and Utilization**

- PTO accrues based on the number of hours worked.
- Staff members 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.

### **Carryover and Maximum Accumulation**

- Unused PTO hours **\*\*can\*\*** be carried over into the next year.

- However, the maximum amount of PTO a staff member may take in a calendar year is limited to **\*\*28 hours\*\***.

- Any PTO hours accrued beyond this annual limit will not be available for use but will remain documented in records for transparency.

### **Payout Upon Termination**

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

## **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.

## **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.

## **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.

## **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.