

Time Off Policies



The purpose of this policy is to provide employees with the necessary time to attend to family illness, medical appointments, and other business that cannot be handled by the family, spouse, partner, or friend. Employees will be required to provide a doctor's note or other documentation to the HR department.

The PTO policy applies to all full-time employees. It does not apply to part-time employees. Employees who are on leave for more than 30 days will be required to provide a doctor's note or other documentation to the HR department.

Employee Time Off Policy

Full-time employees will receive 15 days of PTO per year. Employees who are on leave for more than 30 days will be required to provide a doctor's note or other documentation to the HR department.



Employee Time Off Policy

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Time Off Policies (cont.)

Employee Time Off Policy

PTO is a benefit that allows employees to take time off work for personal or family illness, medical appointments, and other business that cannot be handled by the family, spouse, partner, or friend. Employees will be required to provide a doctor's note or other documentation to the HR department.

PTO is a benefit that allows employees to take time off work for personal or family illness, medical appointments, and other business that cannot be handled by the family, spouse, partner, or friend. Employees will be required to provide a doctor's note or other documentation to the HR department.

Under the company's Family and Medical Leave Act (FMLA) policy, all full-time employees will be required to provide a doctor's note or other documentation to the HR department.

Unexcused absences, due to illness or other reasons, will result in disciplinary action. Employees who are on leave for more than 30 days will be required to provide a doctor's note or other documentation to the HR department.

An employee who receives a second warning letter in a 30-day period will be terminated. Employees who are on leave for more than 30 days will be required to provide a doctor's note or other documentation to the HR department.

Any employee who receives two consecutive days of sick without notice to their supervisor may be considered to have voluntarily quit their job.



Employees who receive a second warning letter in a 30-day period will be terminated. Employees who are on leave for more than 30 days will be required to provide a doctor's note or other documentation to the HR department.



One - three incidents of disciplinary action. Supervisory review.



Four - five incidents of disciplinary action. Supervisory review.



Six - seven incidents of disciplinary action. Supervisory review.



Eight - ten incidents of disciplinary action. Supervisory review.

Great Mini Handbook

J Dewey



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