

Flexible Time Off Policy (Unlimited PTO)

We trust our team to manage their time in a way that supports both personal well-being and business success. Our **Flexible Time Off** policy is designed to give employees the freedom to take the time they need, while maintaining accountability to their teams, clients, and work.

Our Philosophy

We believe great work happens when people are trusted to manage their energy, time, and commitments. Taking time off is not only supported, it's expected.

Guiding Principles

- Time off is self-managed, not accrued or tracked as a balance
- Employees are expected to take time away from work to recharge
- Time off should be planned in a way that ensures team continuity and business needs are met.

Minimum Time Off Expectation

While time off is unlimited, we strongly encourage employees to take a minimum of three (3) weeks per calendar year.

Managers will support this by:

- Encouraging time off planning during the year
- Monitoring for burnout or underutilization
- Leading by example

Blackout Dates & Business Needs

There may be specific times of year when time off is limited due to business demands.

- Blackout periods will be communicated in advance.
- During these times, time off requests may be restricted or require additional approval.
- Teams should coordinate coverage to ensure critical work is uninterrupted.

Coordination & Approval

All time off should be requested in advance and approved by your manager.

Employees are responsible for:

- Ensuring appropriate coverage (check time off calendar ahead of time)

- Communicating with their team
- Meeting deadlines and commitments
- Recording type of time off in WMJ

Separation from Leave of Absence

Flexible Time Off is intended for short-term time away from work and does not replace formal leave policies.

- This policy cannot be used in place of or combined with:
 - Medical leave
 - Family leave
 - Parental leave
 - Any other formal leave of absence
- Qualifying events must be taken under the appropriate leave policy to ensure compliance with state and federal laws.

Additional Guidelines

- Time off should not be taken in a way that creates undue burden on teammates or disrupts business operations.
- Extended time off (e.g., 2+ consecutive weeks) may require additional planning and leadership approval.
- Abuse of the policy or failure to meet performance expectations may result in limitations on time off flexibility.