

Fitwel Paid Time Off Policy



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This document provides project teams with a policy that can be used as a template and adopted in full to comply with requirements of the Fitwel Paid Time Off Policy. Project teams can either use the exact content of this document to establish new policies, or update existing policies by adding any missing components from the below. Official policies must include policy duration dates and be on company letterhead.

A qualifying paid time off policy must include the following:

1. Implementation

- ☐ when implementing the policy in multi-tenant commercial and residential buildings, the policy must apply to all full-time employees of the areas under the control of the building management.
- ☐ when implementing the policy in single tenant and commercial interior spaces, the policy must apply to all full-time employees of tenant spaces.

2. Paid Leave

All full-time employees are entitled to paid leave that:

- ☐ meets a minimum of **one** of the following:
 - allows full-time employees, both exempt and non-exempt, regardless of years of services, to accrue PTO at a minimum rate of 4.62 hours per 40 hours of work (15 days annually based on 2,080 hours worked each calendar year)
 - entitles full-times employees, both exempt and non-exempt, to unlimited paid time off annually upon request.
- ☐ discourages employees from coming into the building or space when sick.
- ☐ does not require advanced notice when taking paid sick leave

3. Retaliation

Employers and/or managers are prevented from retaliating against an employee for requesting or using paid time off in accordance with the policy.