

# PTO Policy and Procedure Scorecard

Creating a PTO Policy can be a monumental task. Creating one that works for your business and employees is even more challenges. Legal pitfalls, employee lifestyle choices and accurate monitoring practices all factor into your policy and its administration. Answer the questions below to check your PTO policy for blind spots.

**Instructions:** Begin by answering the questions below. Each response will be given a numerical value depending on the answer. After completing the questions, total your score using the bottom of the page.

**YES:** 0 points    **NO:** 2 points    **UNSURE:** 2 points

QUESTION	YES	NO	UNSURE	SCORE
Do you have a time off policy in place?				
Are you aware of the time off policies others in your industry offer?				
Have you surveyed employees to learn their thoughts on your PTO policy?				
Have you reviewed your policy within the last three years?				
Are employees encouraged to use PTO?				
Is your policy easily accessible for employees and does it specify when and how PTO may be used?				
Have you considered revising your policy to attract more applicants?				
Do you have a system to track and monitor employee PTO usage?				
Do most employees use all their vacation days?				
Has legal counsel reviewed your policy?				
<b>TOTAL SCORE:</b>				

0-4 | **Good Policy**

5-16 | **Some Blind Spots**

17-20 | **Policy Needs Review**

# Employee Feedback PTO Survey

Are you satisfied with our time off policy? Do you have suggestions for improvement or issues you'd like to bring up? This is your opportunity! Take a few minutes to answer the questions below and help us improve our paid time off (PTO) policy.

- 1 How long have you been with the company? \_\_\_\_\_
- 2 What do you like most about 's time off policy? \_\_\_\_\_
- 3 What do you like least? \_\_\_\_\_
- 4 Do you use all your time off each year? \_\_\_\_\_
- 5 Briefly explain why or why not \_\_\_\_\_
- 6 How would you use more time off if you had it? \_\_\_\_\_
- 7 How important is time off to you when looking for jobs? **1 (Not important) – 2 – 3 – 4 – 5 – 6 – 7 – 8 – 9 – 10**

**Additional Comments** (Optional)



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