

PAID TIME OFF

Paid time off was reported for full-time exempt employees, full-time non-exempt employees, and part-time employees. Paid time off is not reported for part-time employees due to the lower response rate and the increased variances in paid time off practices for part-time employees.

FULL-TIME EXEMPT EMPLOYEES

Eighty-seven percent of organizations (200 organizations) employed full-time, exempt staff. Of these organizations, roughly half used Paid Time Off (PTO) plans to provide days off; while half used the more traditional approach of giving employees paid days off by type such as vacation, sick, and personal.

PTO Plans

Paid Time Off (PTO) plans were provided by 52 percent of organizations to provide days off in lieu of providing specific vacation, sick, personal, etc., days. Sixty-six percent of these PTO plans covered holidays, versus 34 percent of the plans which offered holidays separately. In a few cases, organizations that offered a PTO plan also gave sick, vacation, personal, and/or other days off that were not included in the PTO plan. For statistical comparison, in these cases vacation, sick, personal, and other days were added to the number of days given by the PTO plan. Tables 1 and 2 show the number of PTO days provided to full-time, exempt employees by budget size; table 1 shows PTO plans that include holidays and table 2 shows PTO plans that offer holidays separately.

Table 1. PTO Days Offered to Full-Time Exempt Staff by Organization Budget (for PTO Plans that Include Holidays)

Organization Budget *	YEARS OF SERVICE				
	0-1 year	1-2 years	3-4 years	5-10 years	10+ years
\$0-\$350,000 (20)	19.4	23.9	26.6	28.6	30.2
\$351,001-\$1,000,000 (13)	21.2	24.3	25.2	28.3	29.1
\$1,000,001-\$2,000,000 (8)	16.8	29.8	32.6	36.1	39.4
\$2,000,001-\$5,000,000 (16)	16.8	25.0	26.1	30.6	31.4
\$5,000,001+ (12)	19.5	24.8	29.5	33.0	34.6
All Organizations (69)	18.8	25.1	27.5	30.7	32.1

**The number of reporting organizations within each budget category is in parenthesis. Where the number of reporting organizations is relatively low, findings should be cautiously interpreted.*