

TIME WELL SPENT

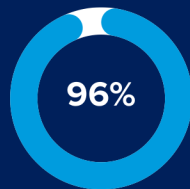
A GUIDE TO HOLIDAYS AND PAID TIME OFF POLICIES

WorldatWork surveyed our membership about their organization's paid time off and holiday practices including PTO usage, shorter work week options and work arrangement flexibility to delve into how organizations shape employees' time away from work.

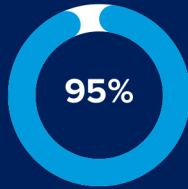
Here's what almost 400 employers told us about their PTO, sick leave holidays and vacation policies.



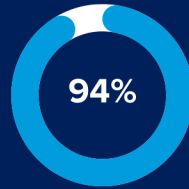
Most organizations offer the following PAID holidays:



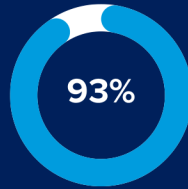
New Years Day



Christmas, Thanksgiving & Labor Day

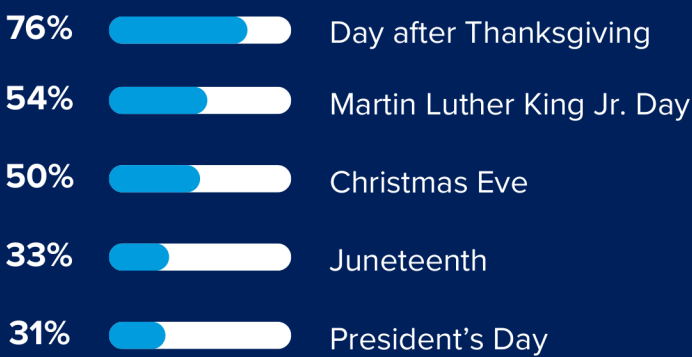


July 4th



Memorial Day

Also popular are:



Average vacation time offered



104 Hours

Average sick leave offered



62 Hours

Work Schedule

95% of respondents use a 5-day work week of at least 35 hours



5% of our sample reported other schedules, including:

- 5 days, consisting of at least 30 hours
- 4 days, consisting of at least 30 hours
- 9 days, 80 hours for every 2 weeks

Average PTO bank offered

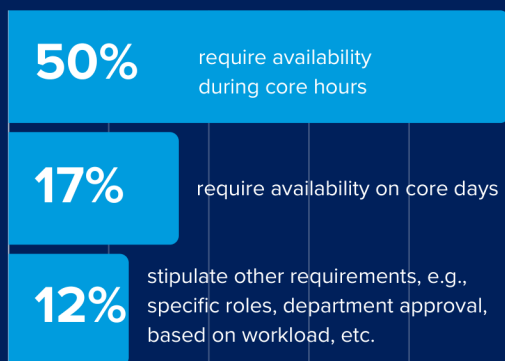
47% of organizations in this survey offer a combined PTO bank, instead of a separate vacation & sick leave, averaging:



109 Hours

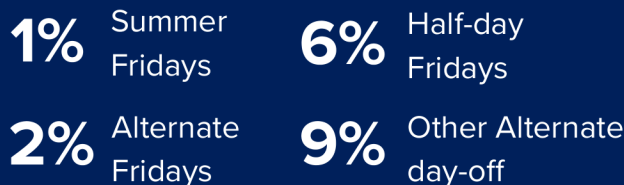
Work Schedule Flexibility

79% of organizations offer flexibility (with limits) including:

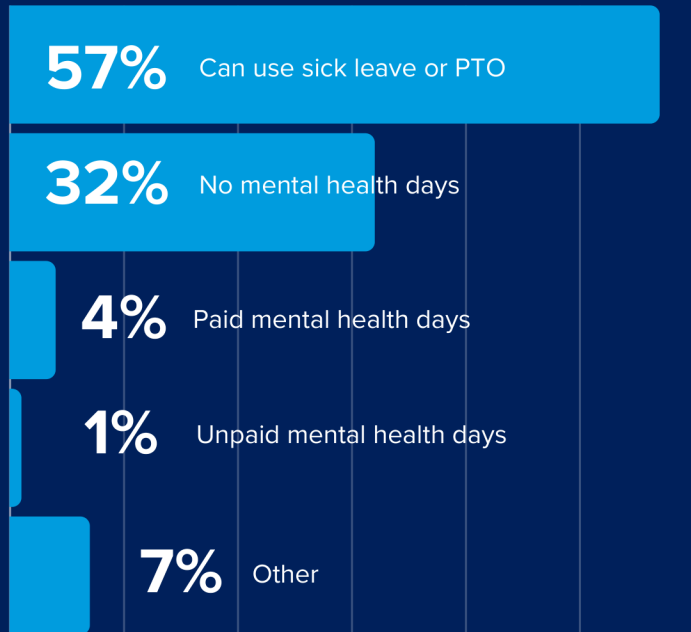


Shortened Work Weeks

Shortened summer (or year-round) work-weeks can provide additional flexibility for workers.

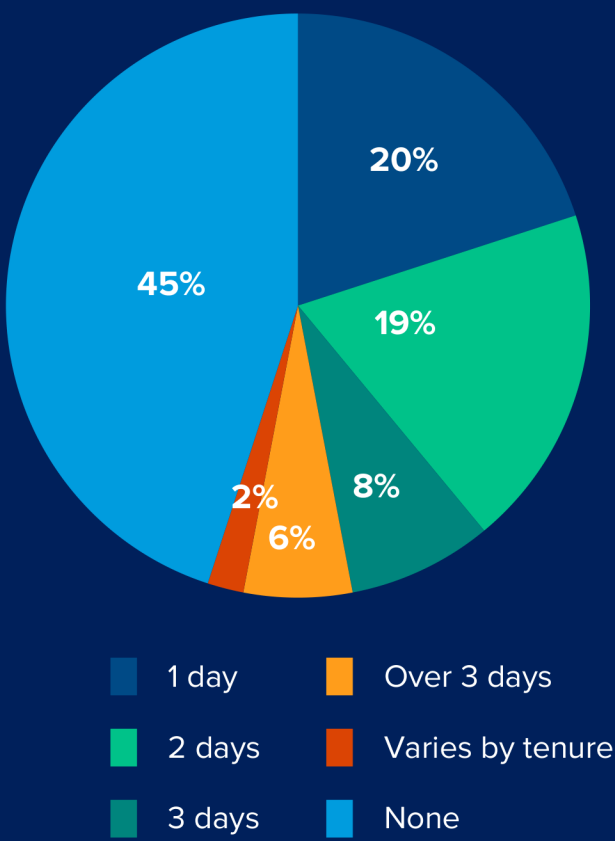


Mental Health Days



Floating Holidays

Floating holidays offered per year



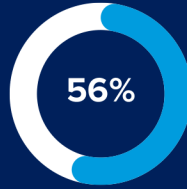
PTO Usage



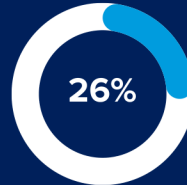
of employees in participating organizations use **all of the paid time off** they accrue in a given year, on average.

51%

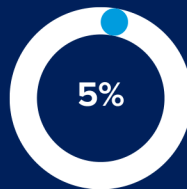
Encouraging PTO use



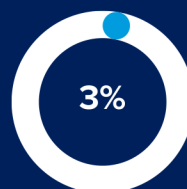
cap the amount of paid time off that employees can bank to encourage usage



have a "use-it-or-lose-it" leave policy



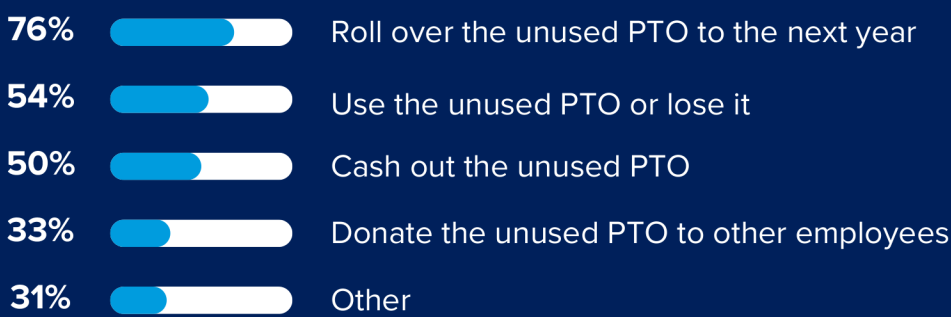
require that employees take a minimum number of paid time off days each year, although not legally required to do so



- are required by federal/state/local law to have employees take a minimum amount of paid time off each year
- encourage their employees to take paid time off, but do not require a minimum level of usage
- are making plans to encourage or require their employees to take paid time off each year
- have no plans to encourage leave use

Unused Leave Options

Options organizations provide employees who have not used all of their PTO...



PTO Payout at termination

Percentage of organizations paying out unused paid time off when an employee leaves the organization

	PTO bank	Vacation	Sick leave
Voluntary termination	82%	84%	6%
Involuntary termination	71%	82%	6%

Methodology

Mini-studies are open to all visitors to <https://worldatwork.org/worldatwork.org/resources/research>. These studies target a sample size of at least 100 qualified participants (generally Total Rewards and HR professionals). These studies focus on in-depth insights on specific topics within the Total Rewards field. Survey fielded from December 2023 through January 2024, with a sample size of 394 participants.