

# 6 Options to Adjust PTO Imbalance

Once society reemerges from the COVID-19 pandemic, employees will want to use accrued paid time off (PTO) to take that long-postponed trip or just a break.



Keeping your team informed of any PTO policy updates is essential.

**ROLLOVER:** Offering rollover reduces the stress of the last quarter when employees are scrambling to use PTO.

**CASH OUT:** A PTO “sell back” provides employees a financial boost while slowing PTO requests; however, many cash outs at once could create a budget crunch.

**FORCED PTO:** Though sometimes unpopular, it can provide employees time to pursue health appointments or other wellness pursuits.

**TOO MUCH UNUSED PTO?**

**PTO FOR PURCHASE OR LEND:** Employees may take an “advance” on PTO that they would earn in the future or purchase a few extra days.

**FLOATING HOLIDAYS:** A flexible option to give employees some time to relax and recharge.

**A DONATION-BASED PTO BANK:** This allows employees to donate excess PTO to colleagues; however, this has been unpopular with labor groups.

**SHORTAGE OF PTO?**

**HERE'S WHAT TO CONSIDER AS YOU REVIEW YOUR ACCRUED PTO POLICY**

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