

A decorative border on the left side of the page, featuring a vertical arrangement of stylized leaves and swirling lines in various colors (red, yellow, green, blue) on a white background.

PTO Policy Review

Q1 2023

A decorative graphic in the top-left corner consisting of stylized, swirling lines in blue, grey, and red, resembling a vine or floral motif.

3-3. Discretionary Vacation Time

Zoho prides ourselves on our culture of freedom and responsibility and we recognize that our employees are professionals committed to our success. To that end, we have instituted a Discretionary Vacation policy for eligible US employees. Part-time and Temporary employees are not eligible for Discretionary Vacation. Full-time employees at Zoho are not provided with a set amount of vacation time off each year. Instead, Full-time employees are permitted to use discretion in achieving an appropriate work/life balance, to take time off for travel, relaxation, and rejuvenation, as needed and consistent with the satisfaction of all professional obligations to the Company. We firmly believe that taking time off each year for such purposes contributes to overall health, well-being, and ultimately improved work productivity.



No Set Maximum Amount of Time:

There will be no set minimum or maximum amount of time off that may be taken in a given year. Our employees are professionals, with responsibilities to the Company and its customers. The Company expects eligible employees to determine for themselves, consistent with their work responsibilities and obligations, how much time to take off from work.



Must Meet Professional Obligations:

The only limitation to a full-time employee's ability to take time off is the need to satisfy all professional obligations in a timely manner that still permits the employee to achieve excellence at work. Supervisors retain the discretion to coordinate employee time off so that the responsibilities of the Company or department are covered at all times.



No Accrual or Carry Over:

Because no particular amount of time off is promised, guaranteed, vested or accrued, there will be no “accrual” or “carry over” of time off for those who fail to take time off. Again, we believe that taking time off each year is important and ultimately benefits both the individual and the organization by providing employees with needed rest and relaxation. We hope that this policy will promote consistent and responsible exercise of the right to take time off by our full-time employees.



Failure to Meet Performance Expectations:

Although there is no limit on the amount of time off that may be taken under this policy, each employee is expected to exercise this right responsibly and continue to satisfy all professional obligations. Disciplinary action, up to and including unpaid suspension and termination of employment may be imposed for an employee's failure to satisfy minimum performance standards and/or abuse of this policy.



Practice/Guidelines:

This policy applies to routine time-off work for purposes such as vacation, relaxation, personal or family needs. It does not apply to absences that may be covered under other Company policies, including but not limited to, Pregnancy-Related Disability Leave, Short Term Disability, and Workers' Compensation. The appropriate Company policies should be consulted for any non-routine time-off. The Company Sick Pay Policy should be used for absences due to the diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member.



Scheduling Time Off:

Time off may be taken at any time. In the case of time off that will exceed one business day:



Scheduling Time Off:

Although time off under this policy is not tracked against accruals, it must be requested in the Paylocity Payroll/HR System.



Scheduling Time Off:

Your Manager is not required to approve time off at the time of your request. They will get back to you within a reasonable time frame as they consider business needs and other requests.



Scheduling Time Off:

Absent extenuating circumstances, time off should be taken for a maximum of two weeks at a time. If you wish to schedule more than two weeks off at one time, you should seek an additional level of manager approval.



Scheduling Time Off:

You must manage your workload up until your departure date, anticipating and ensuring coverage on any issues that may arise in your absence. It is also expected that employees will notify all those who need to know of the timing and duration of any time off that is taken, and to the extent possible, provide contact information to your supervisor should the need to contact you arise.



Scheduling Time Off:

Set the “Out of Office” notification for your email and change your voicemail greeting to notify callers that you are out of the office. If you will be out for more than a few days, then you should supply the names and telephone numbers of personnel who may be able to assist during your time off.



Time Off That Qualifies Under Another Company Policy:

There are a number of Company policies, which provide for time off for specific or legally protected reasons, including:

Pregnancy-Related Disability Leave
Short Term Disability
Workers' Compensation



Time Off That Qualifies Under Another Company Policy:

If an employee is taking more than seven (7) consecutive days off for a reason that would be covered by any of the foregoing policies, then the employee must report the time off to Human Resources consistent with those policies, and time off will be paid in accordance with those policies.



Time Off That Qualifies Under Another Company Policy:

There are a number of Company policies, which provide for time off for specific or legallyprotected reasons, including:

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3-4. Sick Pay

Full-time, part-time and temporary employees that work at least 30 calendar days in the year are eligible for sick leave after 90 days of service. Sick leave may be used for the diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member. The definition of "family member" is broad and includes, for instance, parents- in-law, grandparents, grandchildren, and siblings. Sick leave may also be used for victims of domestic violence, sexual assault, or stalking.



3-4. Sick Pay

Sick leave does not entitle employees to receive pay out for accrued and unused paid sick days upon termination of employment. However, should you terminate and rehire within one year, all previously unused sick days will be reinstated upon hire.



Accrual

Paid sick leave accrues at the rate of 1 hour per 30 hours worked beginning at the commencement of employment. Unused, accrued sick days shall carry over to the next year, up to a permissible accrual cap of 48 hours, or 6 days. Non-exempt employees may take sick leave at a minimum of two- hour increments. For exempt employees, sick days are calculated based on a 40-hour standard work week.



Carryover/Maximum Accrual

Paid sick day accrued hours are carried over from year to year and an employee may accumulate up to 48 hours at any one time. Sick day accrual will resume if the employee's balance falls below 48 hours. If the employee's accrual reaches the 48-hour limit, no further sick leave will accrue until the employee has used some of the accrued sick leave and thereby reduced the balance below the limit.



Reporting Sick Leave

As a common courtesy and in order to maintain efficiency you must personally contact your supervisor of your inability to report to work on each day that you are out. If it is not practical for you to do so, you may have someone else contact the company on your behalf. If you know in advance of a pending absence, you are asked to notify your manager immediately to allow for as much notice as possible to ensure work responsibilities will be covered.



Other Types of Leave

Jury Duty Leave
Witness Leave
Bereavement Leave
Voting Leave
Military Leave/Military Spouse Leave
FMLA



Other Types of Leave

New Parent Leave

Medical Leave

Rehab Leave

Literacy Assistance Leave

Bone Marrow Donation Leave

Organ Donation Leave



2-10. Job Abandonment

If an employee fails to show up for work or call in with an acceptable reason for the absence for a period of three consecutive days, they will be considered to have abandoned their job and voluntarily resigned from Zoho.



Questions?















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