

2010 SURVEY RESULTS

Paid Time Off Benefits



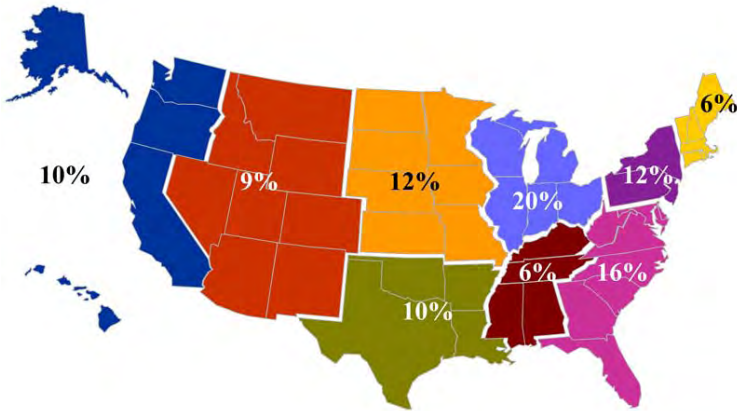
2010 Paid Time Off Survey Results

Although employers are not legally obligated to provide paid vacation, it has become common business practice to do so. To remain competitive, employers continue to offer and be creative with one of the most valued and expensive benefits for their employees.

Ninety-seven percent of employers participating in this survey offer some sort of paid time off benefit. This survey includes paid vacation time, sick time, personal days and PTO (paid time off). A total of 6,015 respondents completed the survey.

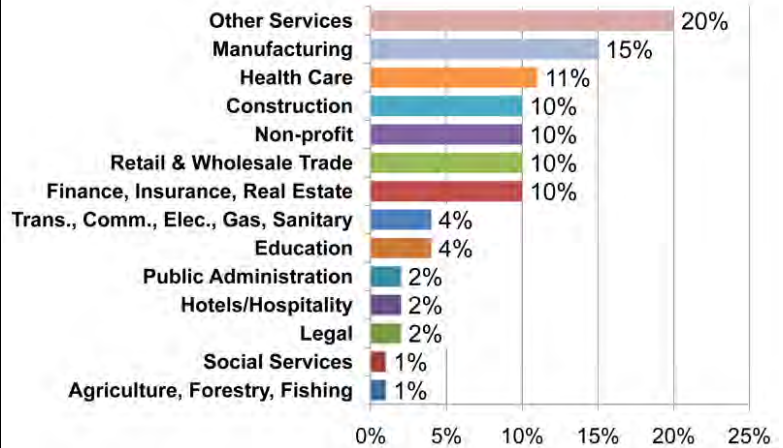
Demographic Information

Where is your organization based?

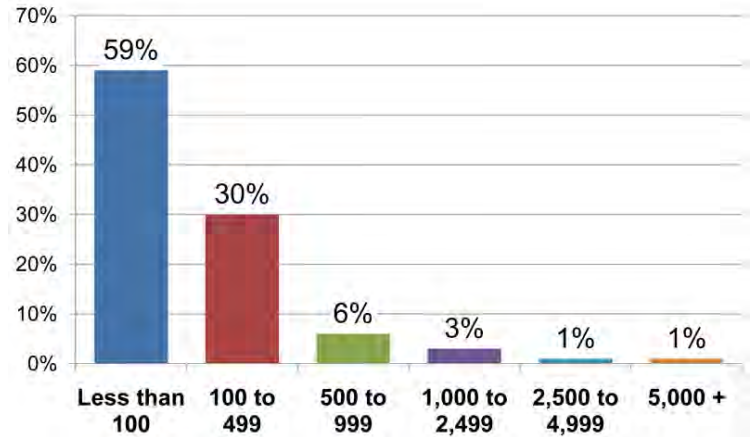


- Pacific (10%)**
- Mountain (9%)**
- West North Central (12%)**
- West South Central (10%)**
- East North Central (20%)**
- East South Central (6%)**
- South Atlantic (16%)**
- Mid-Atlantic (12%)**
- New England (6%)**

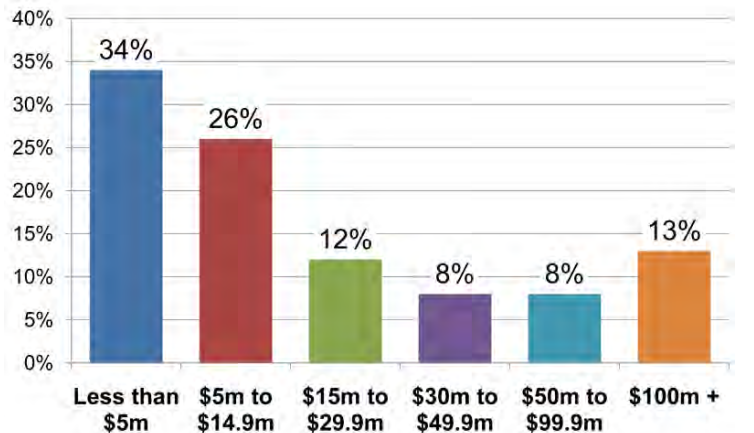
In which industry/sector does your organization operate?



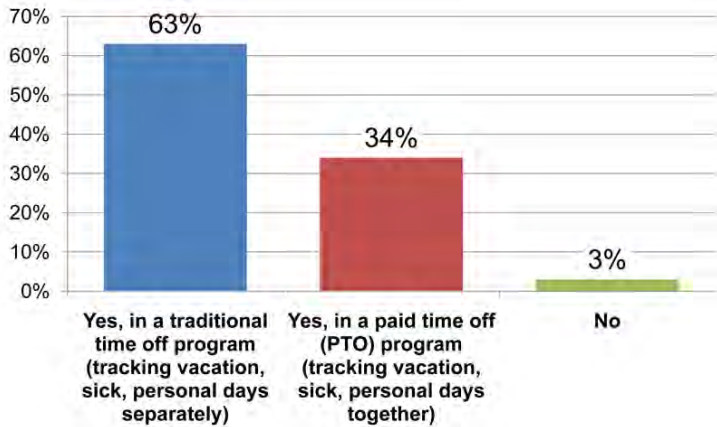
How many employees does your organization have?



What is your organization's annual revenue?



Does your organization offer paid time off benefits to full-time employees?

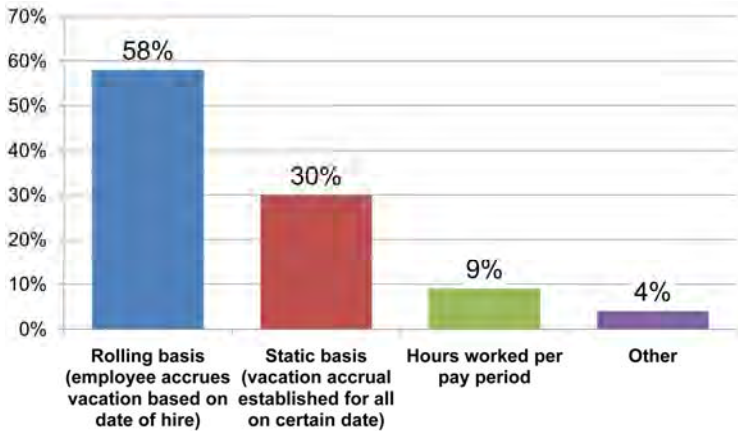


Vacation Time Results

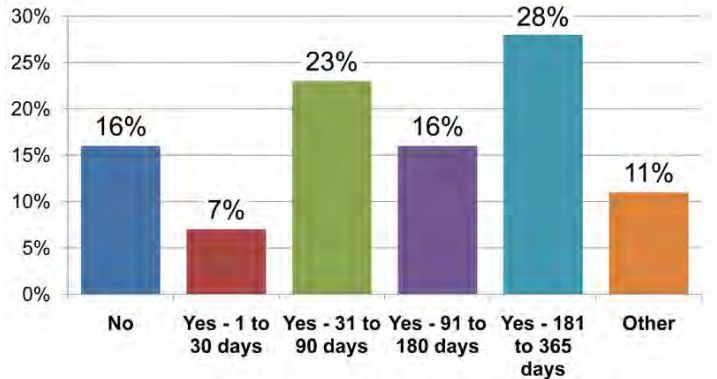
While PTO banks – in which a combination of vacation, personal days and incidental sick time are lumped together – have increasingly gained popularity with employers, it is still more common for employers to offer a paid vacation program.

Sixty-three percent of those employers do not offer paid vacation time to part-time employees, and the vast majority do not allow employees to buy, sell or donate vacation time. Sixty-two percent of employers track vacation electronically.

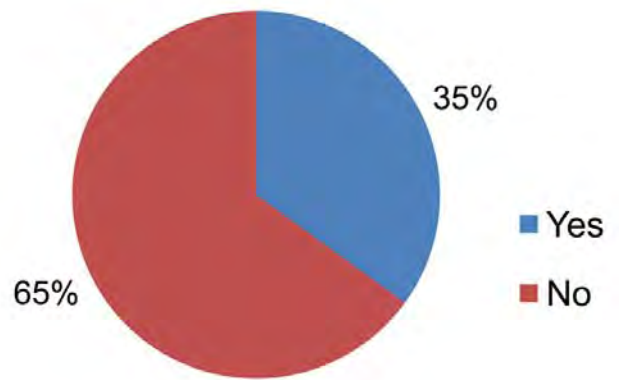
Is your vacation accrual calculated on a:



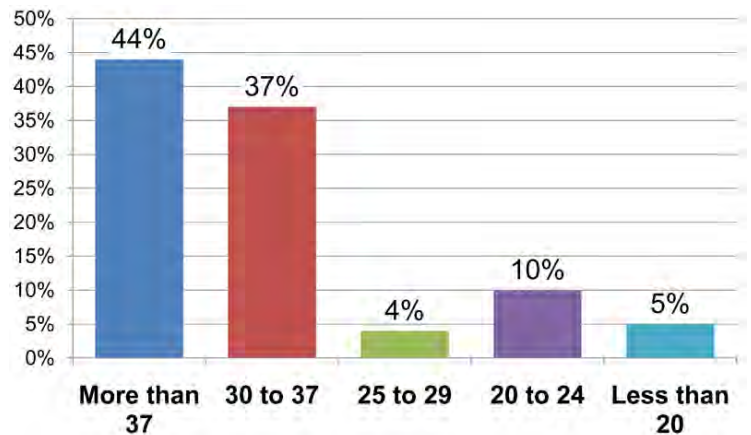
Is there a waiting period before new hires can take time off?



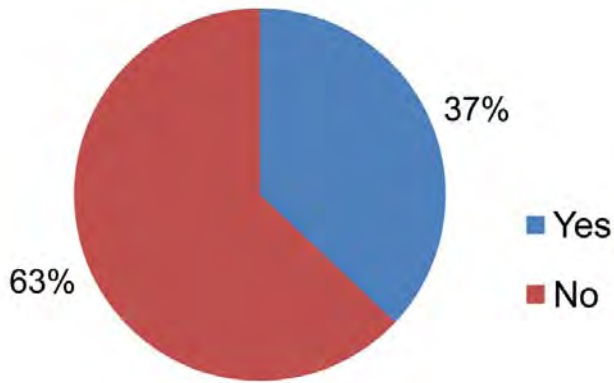
Does your company allow vacation to be taken prior to it being accrued?



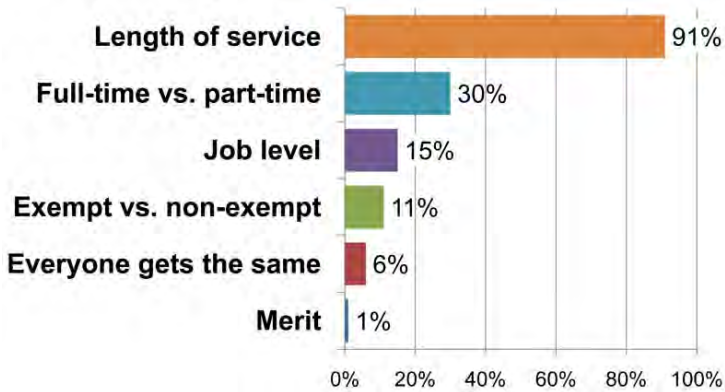
How many hours need to be worked weekly to be eligible for regular vacation benefits?



Do you offer vacation to part-time employees?



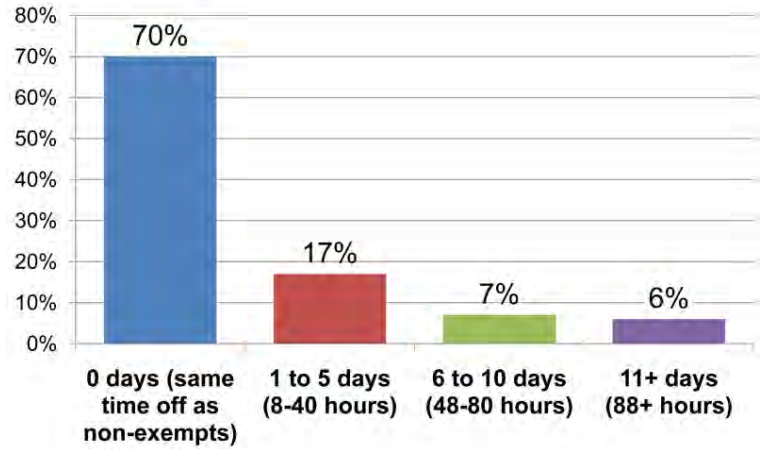
How does your company currently scale vacation time?



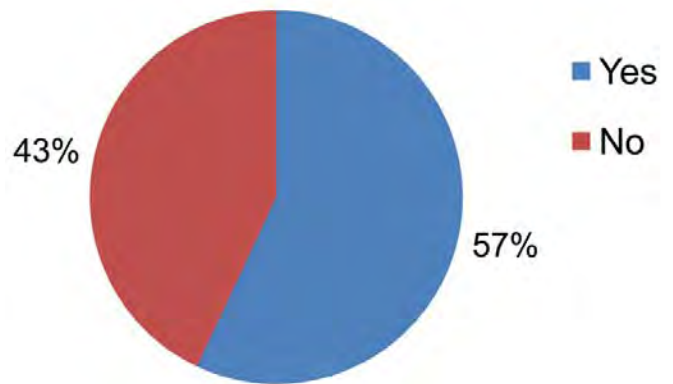
What are the maximum vacation days allowed for each period of year of service completed to non-management (non-exempt) employees?

	0-5 days (40 hours or less)	6-10 days (48-80 hours)	11-15 days (88-120 hours)	16-20 days (128-160 hours)	21-25 days (208-240 hours)	26-30 days (208-240 hours)	31+ days (241+ hours)
Up to 1 year	57%	31%	9%	2%	1%	0%	0%
1 year	32%	51%	12%	3%	2%	0%	0%
2 years	14%	64%	16%	3%	2%	0%	0%
3 years	7%	64%	21%	4%	2%	1%	1%
5 years	2%	35%	47%	11%	3%	1%	1%
10 years	1%	11%	46%	32%	7%	2%	1%
15 years	1%	8%	33%	41%	12%	3%	2%
20 years	1%	7%	25%	43%	16%	4%	2%
25 years	1%	7%	24%	41%	18%	5%	3%
30 years	2%	7%	23%	40%	18%	6%	3%
31+ years	2%	7%	23%	40%	18%	6%	4%

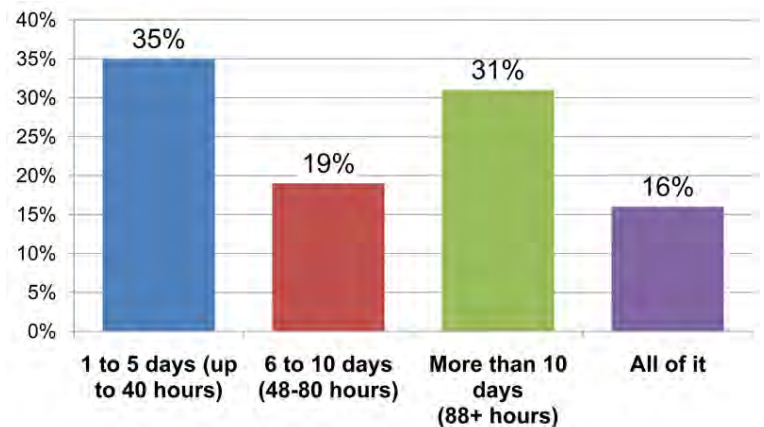
On average, how many additional days/hours off for vacation leave do you provide to management (exempt) employees?



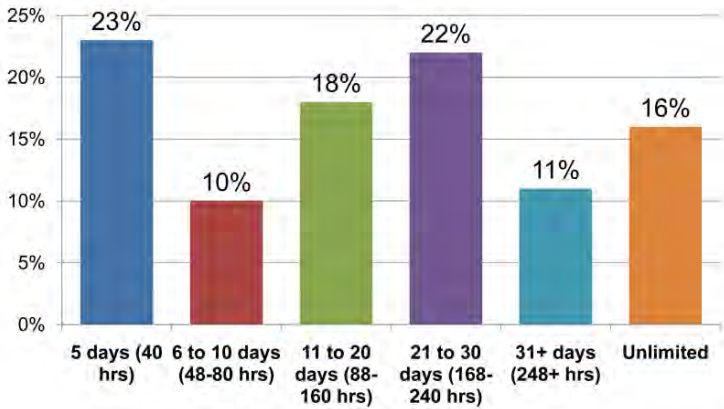
Do you allow employees to carry over vacation to the next year?



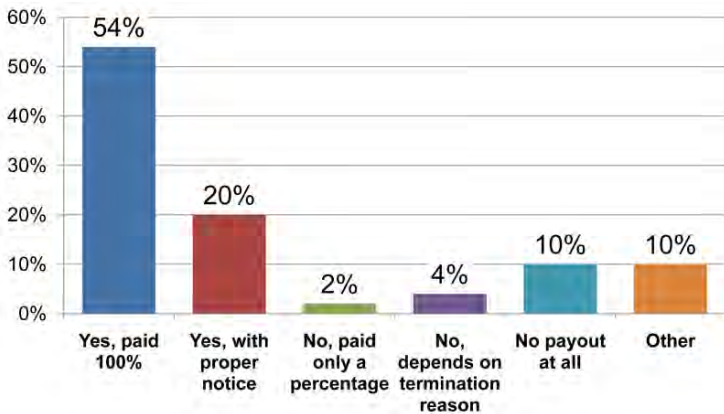
If so, how many vacation days are allowed to be carried over?



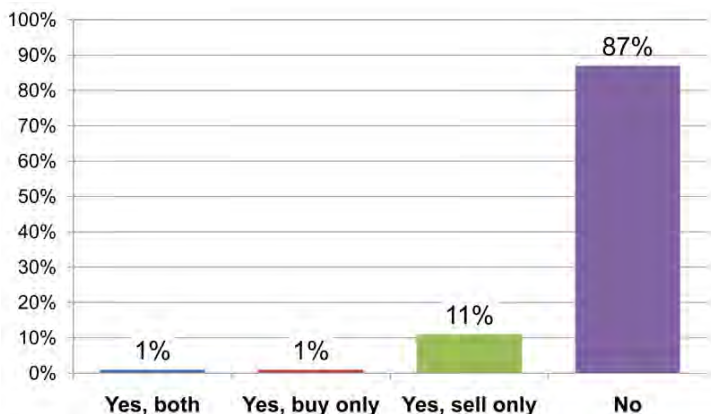
What is the maximum number of days/hours of vacation leave, including vacation time carried over from previous years, that employees are allowed to accumulate in their vacation leave bank?



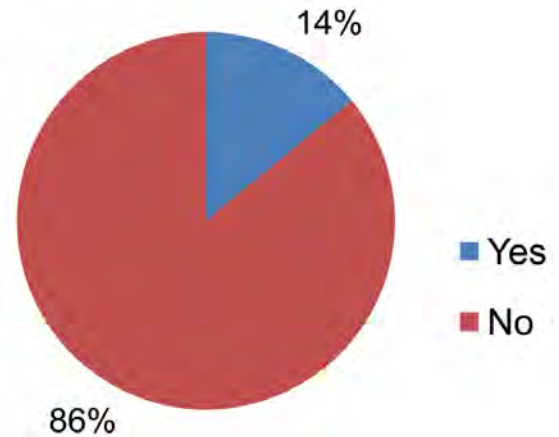
Upon termination, do employees get paid for all of the earned, unused vacation time remaining in the bank?



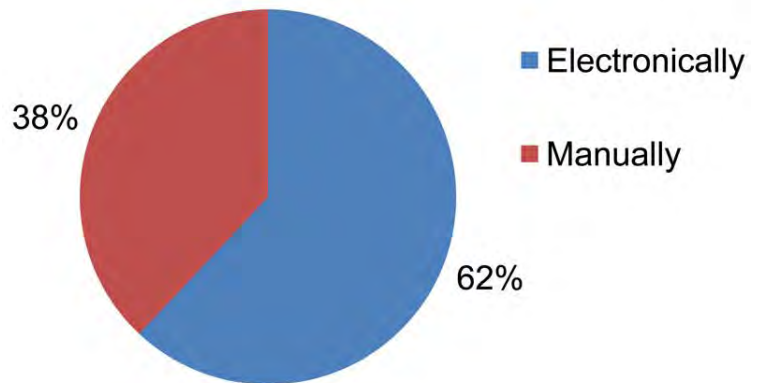
Are employees allowed to buy or sell vacation days?



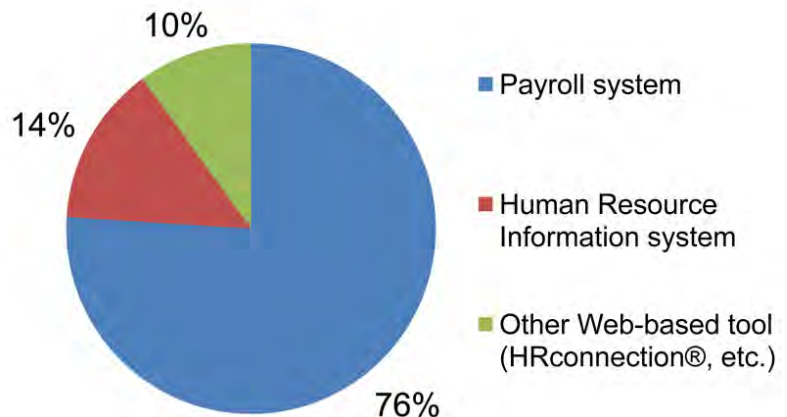
Are employees allowed to donate vacation time to other employees?



How do you currently track vacation/sick/personal time?



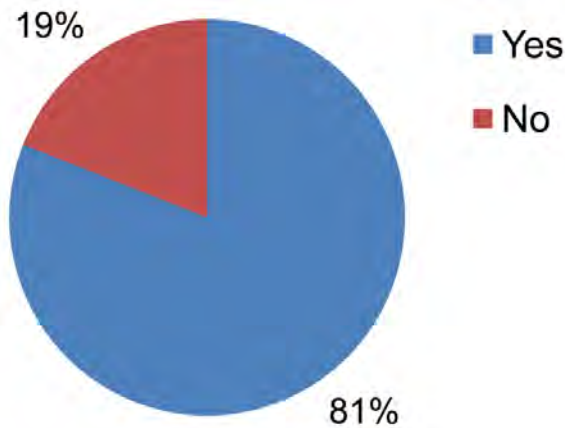
What type of system do you use?



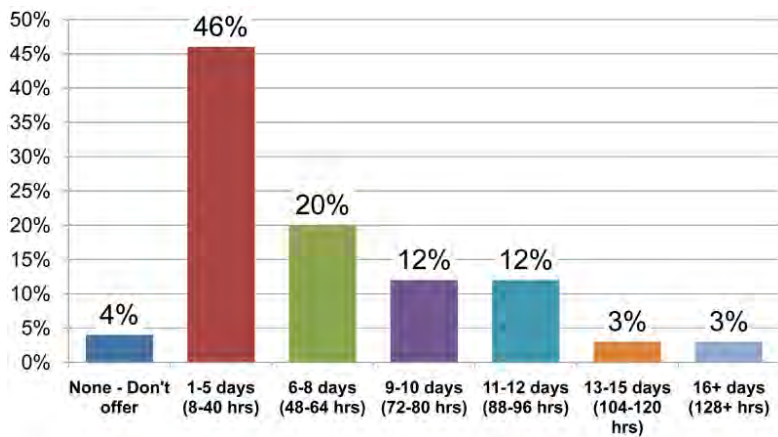
Sick Time Results

When it comes to sick time, 81 percent of respondents offer it, and 46 percent offer one to five days. Fifty percent allow sick days to be carried over, and 81 percent do not differentiate between exempt and non-exempt or length of service in assigning sick leave amounts.

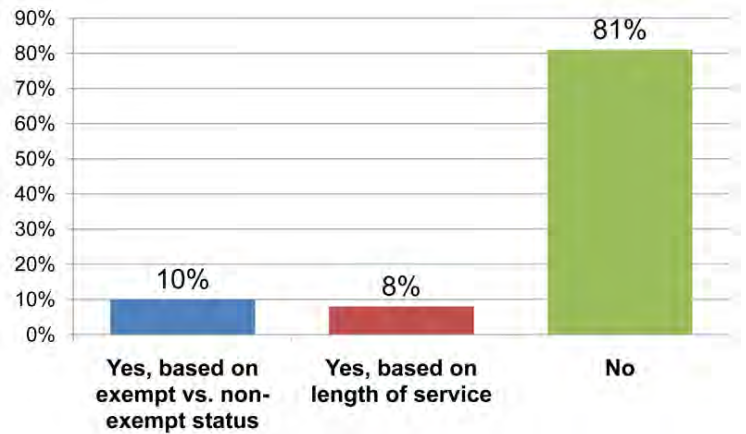
Do you offer sick time paid leave?



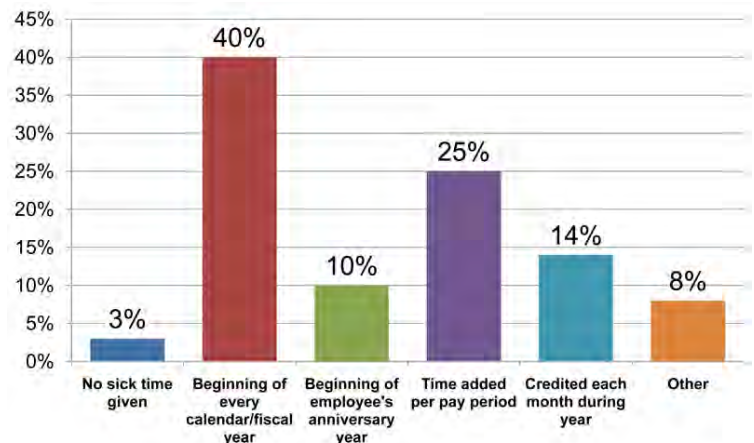
How many initial sick days do full-time, non-exempt employees get per year?



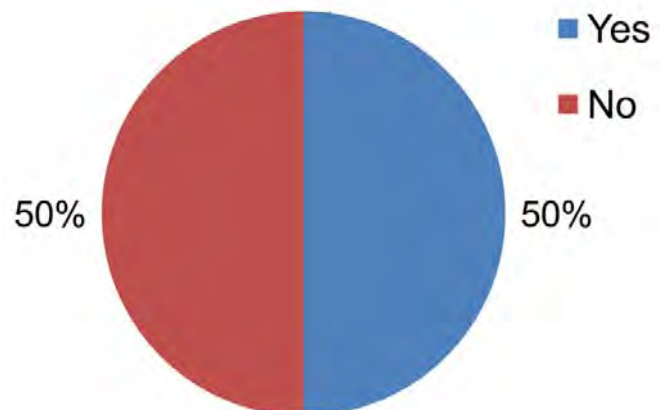
Do you offer different amounts of days/hours off for sick leave for full-time employees?



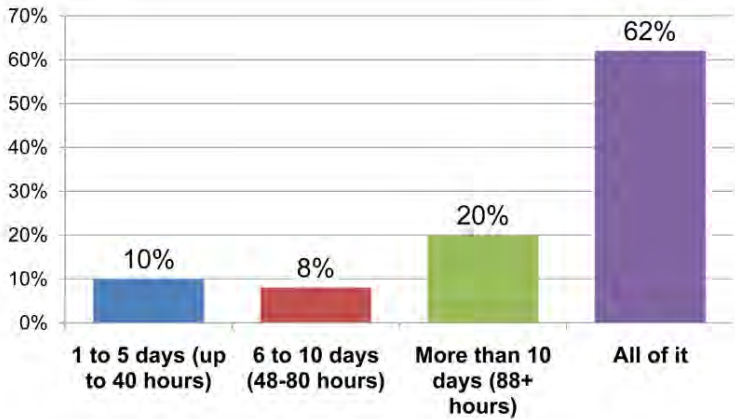
When do employees acquire sick time that they can use to take days off?



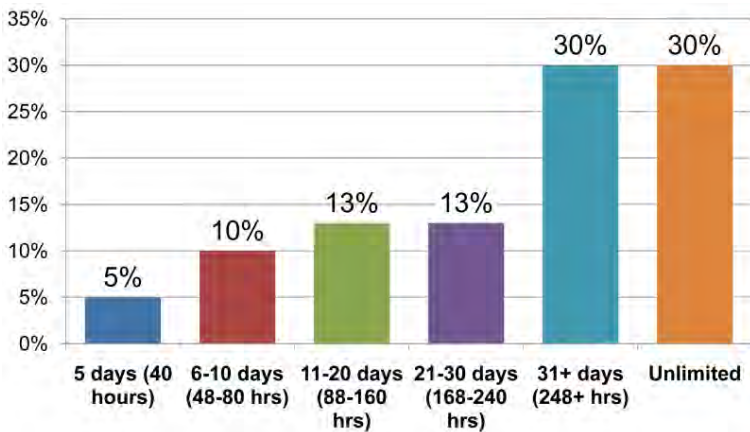
Do you allow employees to carry over sick time to the next year?



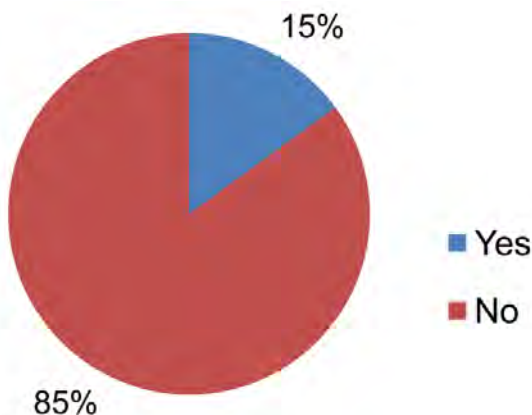
If so, how many sick days are allowed to be carried over?



What is the maximum number of days/hours of sick leave, including sick time carried over from previous years, that employees are allowed to accumulate in their sick leave bank?



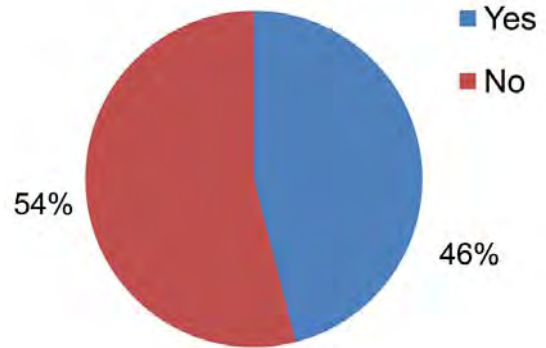
Do you pay out unused sick time upon termination?



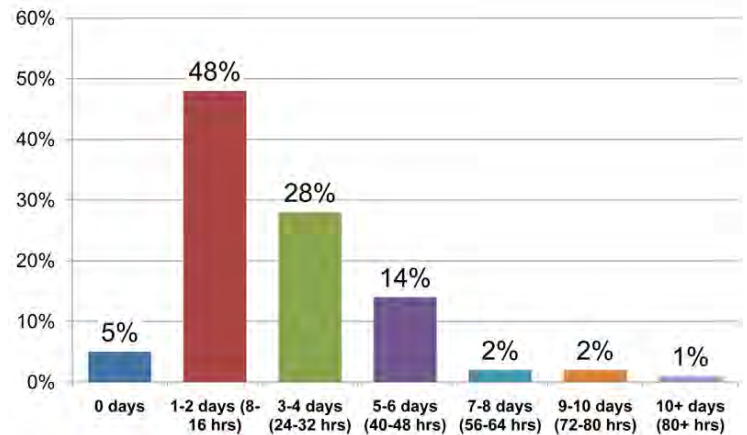
Personal Time Results

Less than half of respondents offer personal days, with 76 percent giving one to four days off. The majority of employers give everyone the same amount of personal days regardless of service length, and most employers do not allow personal days to be carried over to the next year.

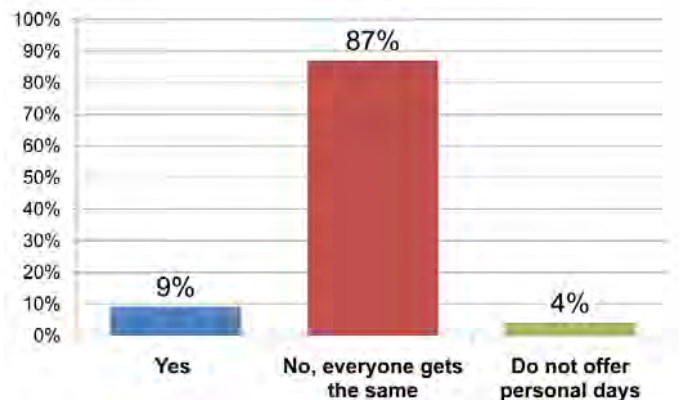
Do you offer paid personal days?



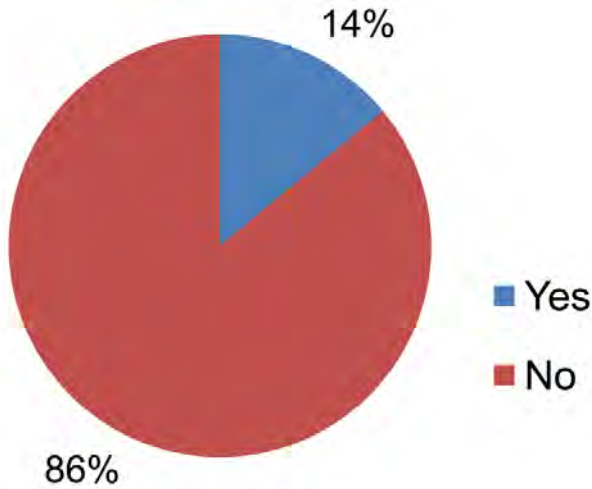
How many personal days do employees receive?



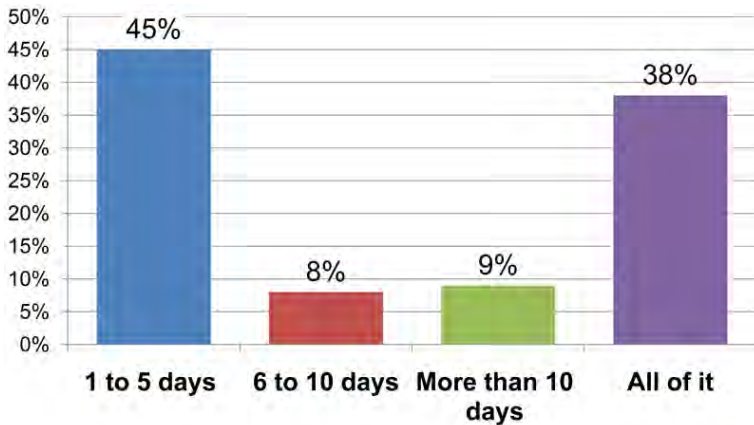
Do you vary the number of personal days based on length of service?



Do you allow employees to carry over personal days to the next year?



If so, how many personal days are allowed to be carried over?

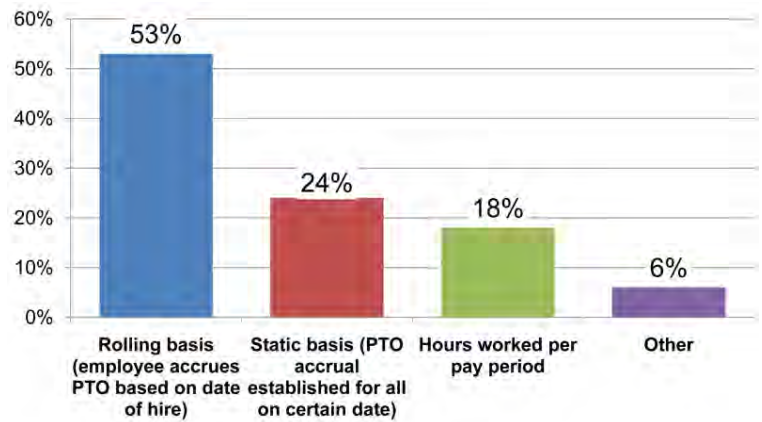


Paid Time Off (PTO) Results

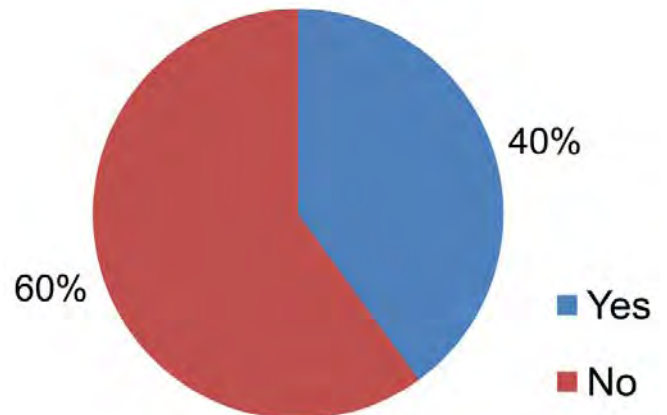
In order to better manage costs, give employees more flexibility in taking time off, and attract and retain top talent, a growing number of companies are offering employees PTO banks. Thirty-four percent of respondents offer a PTO program.

In structuring the PTO program, some trends can be spotted in the following results, while in some areas employers vary in their program policies and procedures.

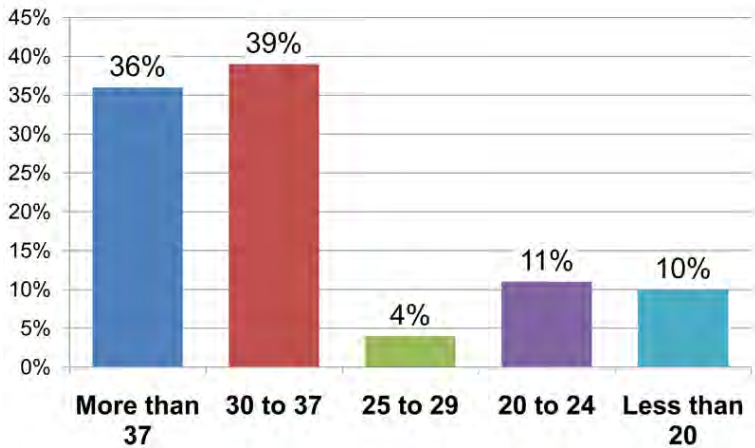
Is your PTO accrual calculated on a:



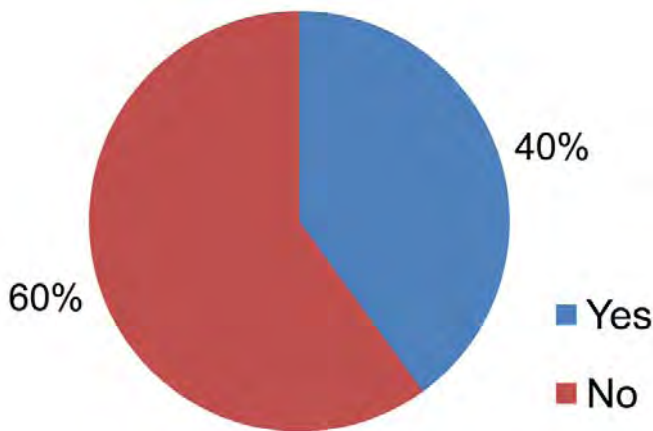
Does your company allow PTO to be taken prior to it being accrued?



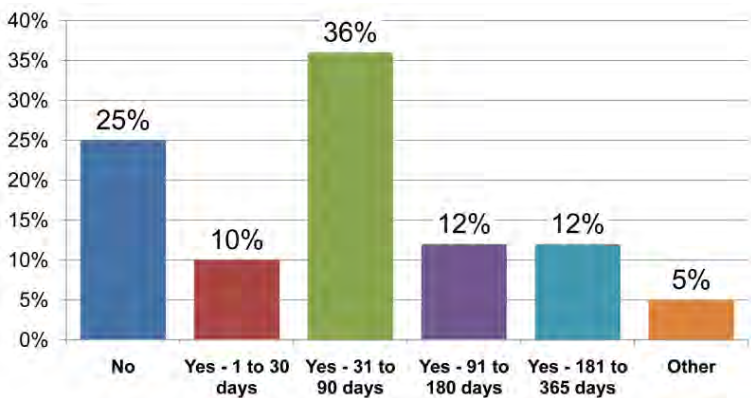
How many hours need to be worked weekly to be eligible for regular PTO benefits?



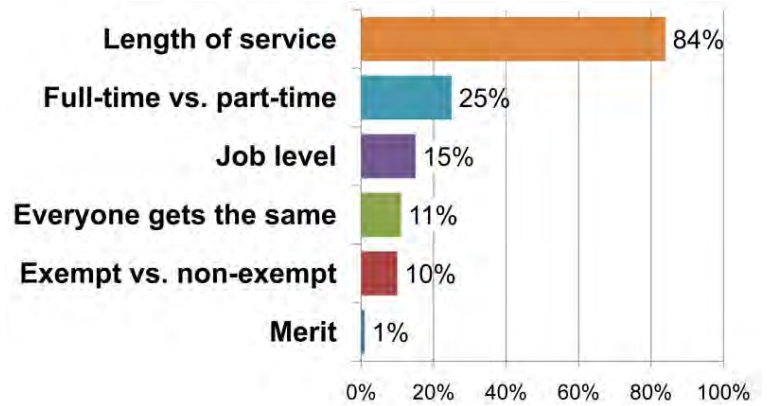
Do you offer PTO to part-time employees?



Is there a waiting period for new hires before they can take any PTO?



How does your company currently scale PTO?

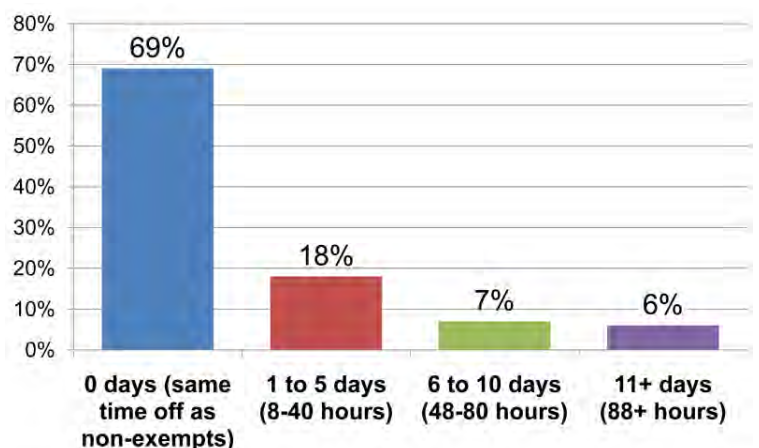


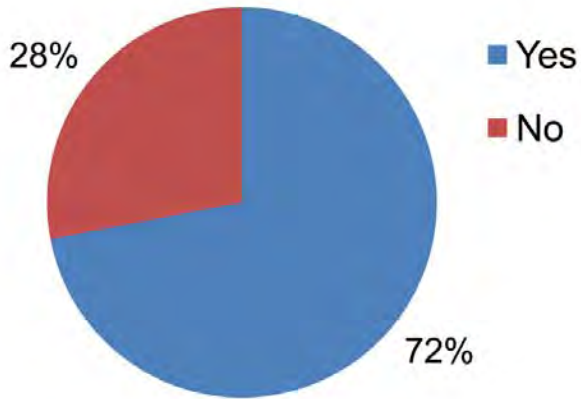
What are the maximum PTO days allowed to non-management employees for each period of year of service completed?

	0-5 days (40 hrs or less)	6-10 days (48-80 hrs)	11-15 days (88-120 hrs)	16-20 days (128-160 hrs)	21-25 days (208-240 hrs)	26-30 days (208-240 hrs)	31+ days (241+ hrs)
Up to 1 year	28%	21%	26%	16%	6%	2%	1%
1 year	13%	24%	31%	21%	8%	2%	1%
2 years	7%	24%	34%	23%	9%	2%	1%
3 years	4%	21%	34%	26%	10%	3%	2%
5 years	2%	12%	25%	32%	19%	7%	3%
10 years	2%	7%	19%	27%	25%	14%	7%
15 years	2%	5%	17%	23%	25%	19%	10%
20 years	2%	5%	14%	22%	24%	19%	14%
25 years	2%	5%	13%	22%	23%	19%	16%
30 years	2%	5%	13%	22%	23%	19%	17%
31+ years	2%	5%	13%	22%	23%	18%	17%

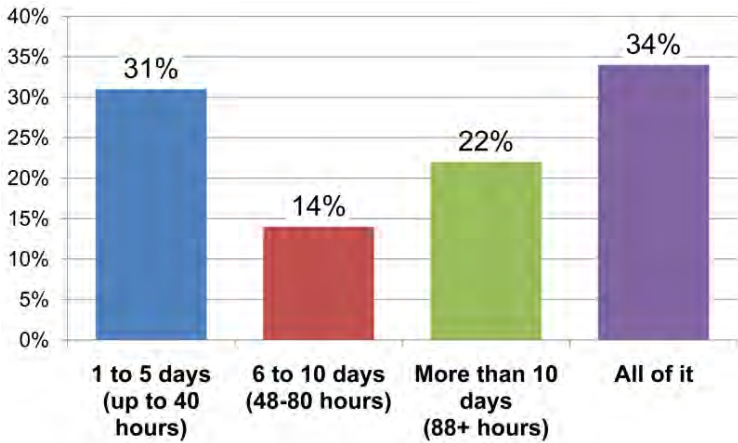
On average, how many additional days/hours of PTO do you provide to management?

Do you allow employees to carry over PTO to the next year?

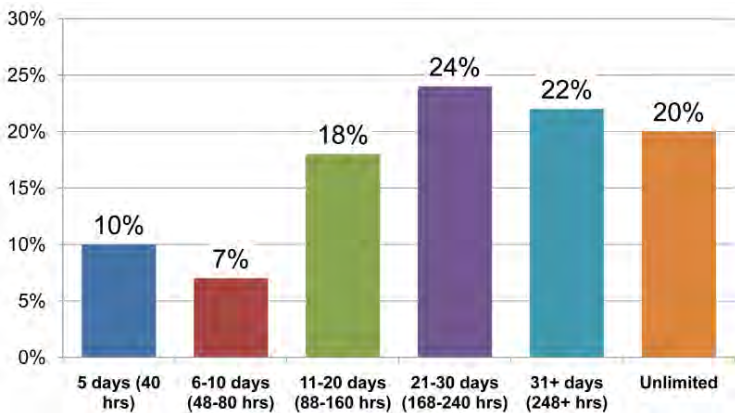




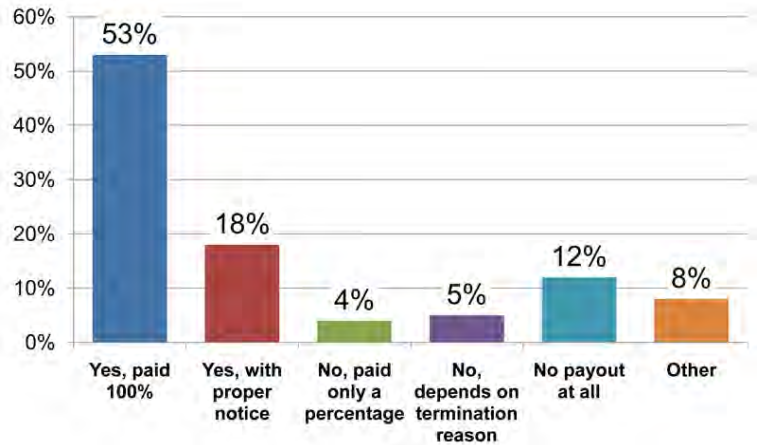
If so, how many PTO hours are allowed to be carried over?



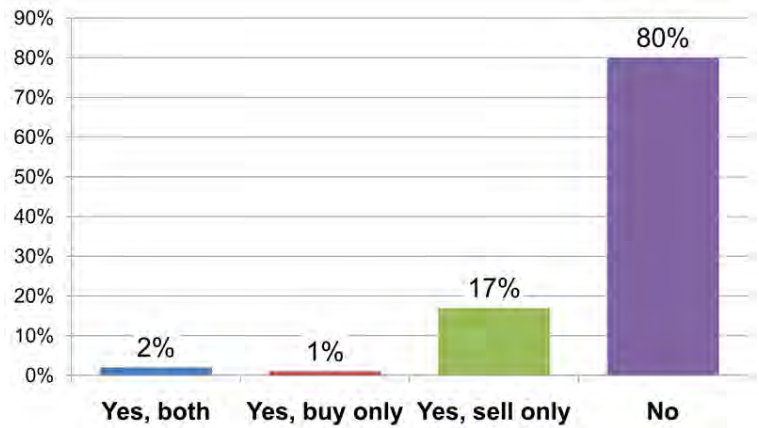
What is the maximum PTO leave that employees are allowed to accumulate in their PTO leave bank?



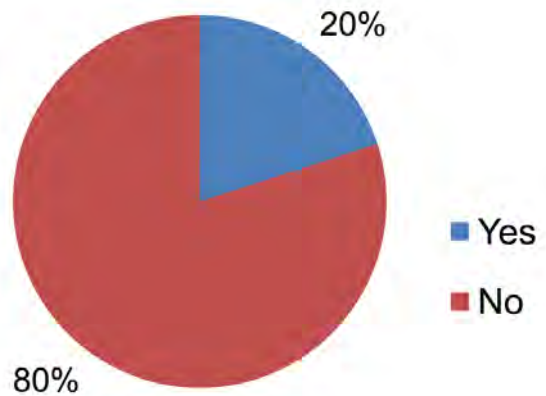
Upon termination, do employees get paid for all of the earned, unused time remaining in their bank?



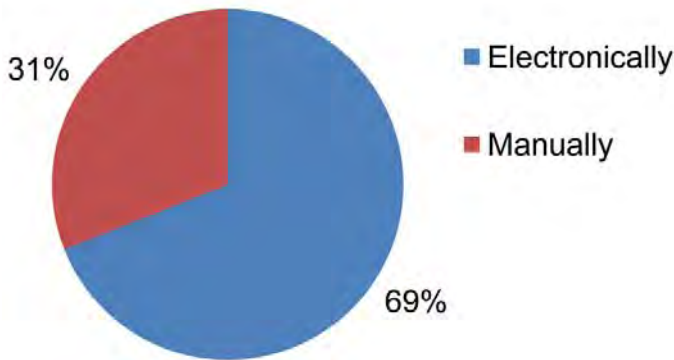
Are employees allowed to buy or sell PTO?



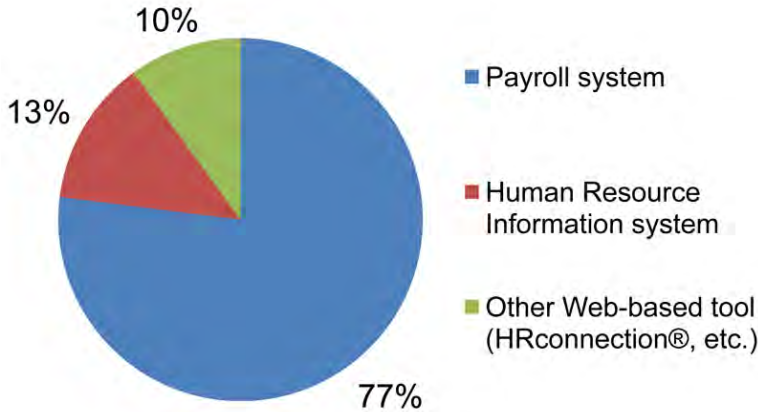
Do you allow employees to donate PTO to other employees?



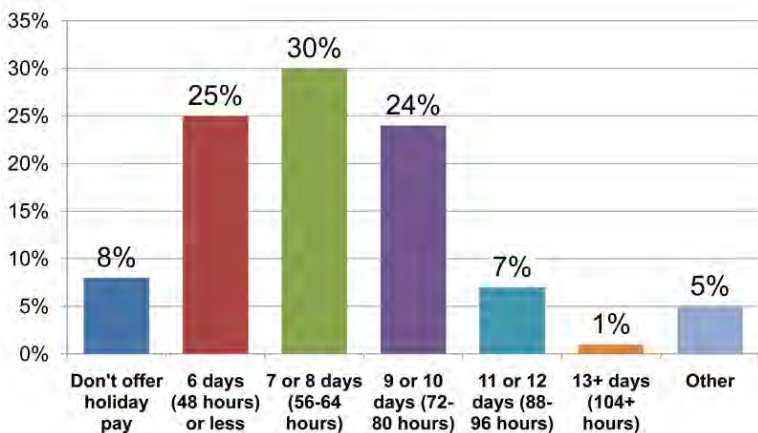
How do you currently track PTO?



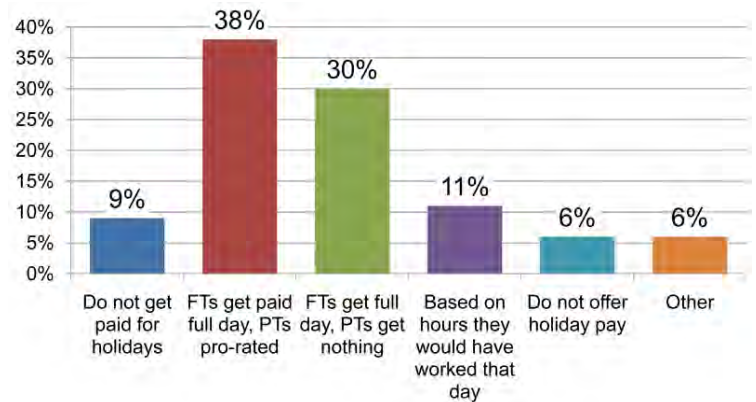
What type of system do you use?



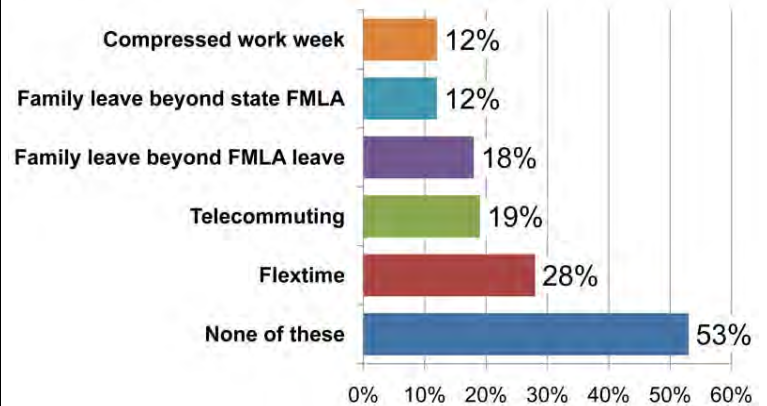
For each year, how many paid days/hours do you give employees for holidays?



How do you determine how much non-exempt employees are paid for holidays not worked?



Does your organization offer any of the following benefits? (Check all that apply)



Americans value a flexible, family-friendly workplace as a top perk when choosing a job. Many employers are restructuring their time-off programs in order to meet the needs of employees and aid in retention and satisfaction. However, despite a growth in PTO programs, the majority of employers still use a traditional time-off program, and there are many areas of variance in structuring either type of program.

This survey was conducted in fall 2010 and was available to over 325,000 individuals through the client portal website provided by your broker/consultant. This survey was anonymous, so responses have not been validated for statistical significance or margin of error. © 2011 Zywave, Inc. All rights reserved.