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As younger generations continue to make their way into the workforce, companies are looking for new ways to compete for top talent. After all, we all know how difficult it has become to attract and retain great employees.

One relatively new and buzzworthy tactic some businesses and organizations have pursued over the last several years is the adoption of unlimited paid time off (PTO) policy – and for good reason.

[This article first appeared on the [Rea & Associates Insights blog](#).]

According to the [Society for Human Resource Management \(SHRM\)](#), some

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requirement is to make sure everyone is up to date on the employee's work and that the employee's absence will not damage the business.”

Adopting an unlimited PTO strategy is not only a great way to help your business stand out among the competition; it could potentially save your company a fair amount of money.

According to many business owners, PTO programs that allow employees to roll over and bank unused time can result in a huge expense for the company. An unlimited PTO program eliminates this problem. Additionally, companies will avoid the end of the year rush that often occurs when employees rush to use up their remaining vacation days.

In fact, companies that have adopted an unlimited PTO policy [have reported](#) that, when given the freedom of taking as much time off as they want, employees don't actually take more time off than usual. In fact, there may be some hesitation among employees to take advantage of the unlimited PTO concept.

While the concept of unlimited PTO may be desirable for some companies, others would have a hard time implementing this type of policy. At the end of the day, it truly depends on the expectations you have on your workforce.

## How To Successfully Implement Your Unlimited PTO Policy

Deciding whether or not an unlimited PTO policy is right for your organization can be difficult, which is why it's important to put together a knowledgeable advisory team. In addition to your human resources team, be sure to include professionals who can help navigate potential legal issues as well as a financial expert who can

help you understand how this type of policy will impact your company's bottom

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placing a mandatory minimum of PTO that must be taken.

- **Identify your process.** Remember: unlimited doesn't mean free-for-all. Make sure your policy outlines the process your employees will use to request PTO, including how to contact a manager about the requested time off, how work will be delegated and how others on the team will be notified of the employee's absence – among other considerations.
- **Identify a communication strategy and stick to it.** Employees often cite poor communication as their top gripe in the workplace. When dealing with the implementation of a policy of this caliber, communication is essential. Furthermore, drawing up the policy will require just as much employee input as rolling it out. The Los Angeles Times learned this lesson the hard way. So be sure to do everything you can to facilitate buy-in every step of the way. A proactive internal communication strategy is essential.

**Read Also:** [Attract Top Talent With These Tax-Free Tactics](#)

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