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common paid time off programs, sick and vacation days aren't the only time off work you can offer.

Rachel Blakely-Gray • Nov. 20, 2018



According to the Bureau of Labor Statistics, more than **70% of employees** have access to paid days off from work for sick or vacation time. Although these are common paid time off programs, sick and vacation days aren't the only time off work you can offer. Get the scoop on different types of paid time off below.

1. Vacation days

Vacation pay is paid time off you give employees to travel, spend time with family or friends, or take a break from work. **Seventy-seven percent** of employees receive paid vacation days. The number of vacation days that businesses offer varies. A **typical**

[vacation policy](#) should explain rules relating to when and how employees can take

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follow [mandatory sick leave](#) laws.

3. Personal time

Employees can use personal time off to handle things like doctor's appointments, car checkups, attending events (e.g., parent-teacher conferences), and anything else that doesn't fall under sick or vacation time. Personal time doesn't have to be used for anything specific. Employees can use personal time without having to dip into their vacation days.

4. Holidays

Holiday pay compensates employees for time off during holidays. According to the BLS, employees who earn holiday pay receive an average of [eight paid holidays](#) per year. You might follow the federal holiday schedule when determining which days employees have off. [Examples of federal holidays](#) include Memorial Day, Thanksgiving Day, and Christmas Day. You may also offer floating holidays to employees, which are days off they can use at any point in the year.

5. Bereavement

Paid [bereavement leave](#) is time off employees receive when a family member or friend passes away. Employees can use bereavement to cope with their loss, make arrangements, and attend funeral services. Some businesses give different amounts of bereavement time off, depending on the employee's relationship to the deceased. Be explicit when creating your bereavement time off policy. And, you may require employees to provide proof, such as an obituary or funeral program.

6. Parental leave

Paid [parental leave](#) is time away from work that employees can use for maternity

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them for jury duty. You might require that employees show you their jury duty summons letter before offering them paid jury duty.

8. Voting time

Paid voting time is time off employees can use to vote in presidential and local elections. Generally, paid voting time is limited, as employees only need a few hours to vote. According to one SHRM study, [44% of employers](#) offer employees paid time off to vote. Your state might require you to offer paid or unpaid time off to vote.

9. Military leave

You might also provide paid military leave to employees for active duty, active duty training, or inactive duty training. All employers must follow [USERRA](#) (Uniformed Services Employment and Reemployment Rights Act). USERRA requires you to offer an unpaid leave of absence to employees in the military for up to five cumulative years.

10. Compensatory time

[Comp time](#) is paid time off that employees receive in lieu of receiving overtime pay. But in many cases, offering compensatory time is illegal. You cannot give comp time to [nonexempt employees](#) if you own a private, non-governmental business. Follow compensatory time off rules to avoid violating FLSA laws.

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Rachel Blakely-Gray is a writer for [Patriot Software](#).

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