

# SHRM CUSTOMIZED PAID LEAVE BENCHMARKING REPORT

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SHRM CUSTOMIZED  
PAID LEAVE BENCHMARKING REPORT**

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**Industry:** Your organization's industry

**Staff Size:** Your organization's staff size

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## A GUIDE TO YOUR SHRM® CUSTOMIZED BENCHMARKING REPORT

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### Understanding the Data

As you compare your own data against data from other organizations, please keep the following in mind:

1. This report is based on data derived from the SHRM Customized Benchmarking Database, which contains organizational data from a random sample of SHRM members. The report is designed to target companies that closely match the selected criteria to allow for a more focused and comparable analysis and interpretation. Therefore, any interpretations of these data should be kept within this context.
2. A deviation between your figure for any benchmarking measure and the comparative figure is not necessarily favorable or unfavorable; it is merely an indication that additional analyses may be needed. Benchmarking measures that relate more closely to the context of your organization's industry and organization staff size are more descriptive and meaningful than information that is more generic in nature, such as all industries combined. The larger

the discrepancy between your figure and those found in this report, the greater the need for additional scrutiny.

3. In cases where you determine that potentially serious deviations do exist, it may be helpful to go back and calculate the same benchmarking measure for your organization over the past several years to identify any trends that may exist.
4. The information in this report should be used as a tool for decision-making rather than an absolute standard. Because companies differ in their overall business strategy, location, staff size and other factors, any two companies can be well managed, yet some of their benchmarking measures may differ greatly. No decision should be made solely based on the results of any one study.

### Working with the Data

The information in this report is designed to be a tool to help you evaluate decisions and activities that affect your organization. When reviewing these data, it is important

to realize that business strategy, organizational culture, leadership behaviors and industry pressures are just a few of the many factors that drive various organizational measures. Absolute measures are not meaningful in isolation—they should be compared with one or more measures to determine whether a satisfactory level exists. Other measures, for example, might be your organization’s past results in this area or comparatives based on organizational staff size, industry or geographic location.

Each table in the report contains customized benchmarks in aggregated form. There may be discrepancies between your organization’s benchmarks and the average or median numbers for a particular category. It is particularly helpful to communicate to stakeholders that just because your organization has benchmarks that are different from the average or median, it does not mean they are favorable or unfavorable. Rather, it may be the result of a particular total organizational strategy, special circumstances or other business initiatives

that cause differences with your organization’s benchmarks.

## Notes

The data in this report were collected from November 2015 to January 2016 and reflect the previous 12 months.

The number of respondents, indicated by “n,” represents the organizations that responded to the specific benchmark. Therefore, the number of peer organizations may vary from benchmark to benchmark. The percentile is the percentage of responses in a group that have values less than or equal to that particular value. The median is the 50<sup>th</sup> percentile. The average, or mean, is the sum of the responses divided by the total number of responses.

Some benchmarks are less frequently collected by organizations or may be more difficult to obtain. Some data are not displayed when there are fewer than five organizations for a specific metric.

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## SHRM CUSTOMIZED PAID LEAVE BENCHMARKING REPORT

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### PAID TIME OFF (PTO) PLANS

	n	Offered	Not Offered
PTO leave plan for full-time employees	##	##%	##%
PTO leave plan for part-time employees	##	##%	##%
Unlimited PTO leave plan for full-time employees	##	##%	##%
Organizations allow employees to roll over unused PTO leave	##	##%	##%
Organizations pay any portion of unused PTO leave upon voluntary termination	##	##%	##%

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## SHRM CUSTOMIZED PAID LEAVE BENCHMARKING REPORT

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### PAID TIME OFF PLANS

	n	PTO Leave Accrual
By anniversary date	##	##%
By calendar year	##	##%
By fiscal year	##	##%
By month	##	##%
By pay period	##	##%
By other time period	##	##%

## SHRM CUSTOMIZED PAID LEAVE BENCHMARKING REPORT

### PAID TIME OFF PLANS

	n	25th Percentile	Median	75th Percentile	Average
Waiting period, in days, for newly hired employees to start accruing PTO	##	##	##	##	##
Waiting period, in days, for newly hired employees to be eligible to take PTO	##	##	##	##	##
PTO days advanced to newly hired employees	##	##	##	##	##
Average PTO days offered per year	##	##	##	##	##
Average PTO days offered per year to part-time employees	##	##	##	##	##
Maximum number of PTO days an employee can roll over into the following year	##	##	##	##	##
Percentage of employees who used all allotted PTO	##	##%	##%	##%	##%

\* Metrics with a sample size (“n”) of less than 5 are not displayed.

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## SHRM CUSTOMIZED PAID LEAVE BENCHMARKING REPORT

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### PAID TIME OFF PLANS

	n	25th Percentile	Median	75th Percentile	Average
PTO days for less than one year of service	##	##	##	##	##
PTO days for one year of service	##	##	##	##	##
PTO days for two years of service	##	##	##	##	##
PTO days for three years of service	##	##	##	##	##

\* Metrics with a sample size ("n") of less than 5 are not displayed.

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## SHRM CUSTOMIZED PAID LEAVE BENCHMARKING REPORT

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### PAID TIME OFF PLANS

	n	25th Percentile	Median	75th Percentile	Average
PTO days for four years of service	##	##	##	##	##
PTO days for five through nine years of service	##	##	##	##	##
PTO days for 10 through 19 years of service	##	##	##	##	##
PTO days for 20 or more years of service	##	##	##	##	##

\* Metrics with a sample size ("n") of less than 5 are not displayed.

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## SHRM CUSTOMIZED PAID LEAVE BENCHMARKING REPORT

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### PAID VACATION PLANS

	n	Offered	Not Offered
Paid vacation leave plan for full-time employees	##	##%	##%
Paid vacation leave plan for part-time employees	##	##%	##%
Unlimited paid vacation leave plan for full-time employees	##	##%	##%
Organizations allow employees to roll over unused paid vacation leave	##	##%	##%
Organizations pay any portion of unused paid vacation leave upon voluntary termination	##	##%	##%

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## SHRM CUSTOMIZED PAID LEAVE BENCHMARKING REPORT

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### PAID VACATION PLANS

	n	Paid Vacation Leave Accrual
By anniversary date	##	##%
By calendar year	##	##%
By fiscal year	##	##%
By month	##	##%
By pay period	##	##%
By other time period	##	##%

## SHRM CUSTOMIZED PAID LEAVE BENCHMARKING REPORT

### PAID VACATION PLANS

	n	25th Percentile	Median	75th Percentile	Average
Waiting period, in days, for newly hired employees to start accruing paid vacation leave	##	##	##	##	##
Waiting period, in days, for newly hired employees to be eligible to take paid vacation leave	##	##	##	##	##
Paid vacation days advanced to newly hired employees	##	##	##	##	##
Average paid vacation days offered per year	##	##	##	##	##
Average paid vacation days offered per year to part-time employees	##	##	##	##	##
Maximum number of paid vacation days an employee can roll over into the following year	##	##	##	##	##
Percentage of employees who used all allotted paid vacation leave	##	##%	##%	##%	##%

\* Metrics with a sample size (“n”) of less than 5 are not displayed.

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## SHRM CUSTOMIZED PAID LEAVE BENCHMARKING REPORT

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### PAID VACATION PLANS

	n	25th Percentile	Median	75th Percentile	Average
Paid vacation days for less than one year of service	##	##	##	##	##
Paid vacation days for one year of service	##	##	##	##	##
Paid vacation days for two years of service	##	##	##	##	##
Paid vacation days for three years of service	##	##	##	##	##

\* Metrics with a sample size (“n”) of less than 5 are not displayed.

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## SHRM CUSTOMIZED PAID LEAVE BENCHMARKING REPORT

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### PAID VACATION PLANS

	n	25th Percentile	Median	75th Percentile	Average
Paid vacation days for four years of service	##	##	##	##	##
Paid vacation days for five through nine years	##	##	##	##	##
Paid vacation days for 10 through 19 years of service	##	##	##	##	##
Paid vacation days for 20 or more years of service	##	##	##	##	##

\* Metrics with a sample size (“n”) of less than 5 are not displayed.

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## SHRM CUSTOMIZED PAID LEAVE BENCHMARKING REPORT

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### PAID SICK LEAVE PLANS

	n	Offered	Not Offered
Paid sick leave plan for full-time employees	##	##%	##%
Paid sick leave plan for part-time employees	##	##%	##%
Unlimited paid sick leave plan for full-time employees	##	##%	##%
Organizations allow employees to roll over unused paid sick leave	##	##%	##%
Organizations pay any portion of unused paid sick leave upon voluntary termination	##	##%	##%

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## SHRM CUSTOMIZED PAID LEAVE BENCHMARKING REPORT

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### PAID SICK LEAVE PLANS

	n	Paid Sick Leave Accrual
By anniversary date	##	##%
By calendar year	##	##%
By fiscal year	##	##%
By month	##	##%
By pay period	##	##%
By other time period	##	##%

## SHRM CUSTOMIZED PAID LEAVE BENCHMARKING REPORT

### PAID SICK LEAVE PLANS

	n	25th Percentile	Median	75th Percentile	Average
Waiting period, in days, for newly hired employees to start accruing paid sick leave	##	##	##	##	##
Waiting period, in days, for newly hired employees to be eligible to take paid sick leave	##	##	##	##	##
Paid sick leave days advanced to newly hired employees	##	##	##	##	##
Average paid sick leave days offered per year	##	##	##	##	##
Average paid sick leave days offered per year to part-time employees	##	##	##	##	##
Maximum number of paid sick leave days an employee can roll over into the following year	##	##	##	##	##
Percentage of employees who used all allotted paid sick leave	##	##%	##%	##%	##%

\* Metrics with a sample size ("n") of less than 5 are not displayed.

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## SHRM CUSTOMIZED PAID LEAVE BENCHMARKING REPORT

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### PAID SICK LEAVE PLANS

	n	25th Percentile	Median	75th Percentile	Average
Paid sick leave days for less than one year of service	##	##	##	##	##
Paid sick leave days for one year of service	##	##	##	##	##
Paid sick leave days for two years of service	##	##	##	##	##
Paid sick leave days for three years of service	##	##	##	##	##

\* Metrics with a sample size (“n”) of less than 5 are not displayed.

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## SHRM CUSTOMIZED PAID LEAVE BENCHMARKING REPORT

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### PAID SICK LEAVE PLANS

	n	25th Percentile	Median	75th Percentile	Average
Paid sick leave days for four years of service	##	##	##	##	##
Paid sick leave days for five through nine years of service	##	##	##	##	##
Paid sick leave days for 10 through 19 years of service	##	##	##	##	##
Paid sick leave days for 20 or more years of service	##	##	##	##	##

\* Metrics with a sample size (“n”) of less than 5 are not displayed.

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## SHRM CUSTOMIZED PAID LEAVE BENCHMARKING REPORT

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### PAID PERSONAL LEAVE PLANS

	n	Offered	Not Offered
Paid personal leave plan for full-time employees	##	##%	##%
Paid personal leave plan for part-time employees	##	##%	##%
Unlimited paid personal leave plan for full-time employees	##	##%	##%
Organizations allow employees to roll over unused paid personal leave	##	##%	##%
Organizations pay any portion of unused paid personal leave upon voluntary termination	##	##%	##%

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## SHRM CUSTOMIZED PAID LEAVE BENCHMARKING REPORT

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### PAID PERSONAL LEAVE PLANS

	n	Paid Personal Leave Accrual
By anniversary date	##	##%
By calendar year	##	##%
By fiscal year	##	##%
By month	##	##%
By pay period	##	##%
By other time period	##	##%

## SHRM CUSTOMIZED PAID LEAVE BENCHMARKING REPORT

### PAID PERSONAL LEAVE PLANS

	n	25th Percentile	Median	75th Percentile	Average
Waiting period, in days, for newly hired employees to start accruing paid personal leave	##	##	##	##	##
Waiting period, in days, for newly hired employees to be eligible to take paid personal leave	##	##	##	##	##
Paid personal days advanced to newly hired employees	##	##	##	##	##
Average paid personal days offered per year to employees	##	##	##	##	##
Average paid personal days offered per year to part-time employees	##	##	##	##	##
Maximum number of paid personal days an employee can roll over into the following year	##	##	##	##	##
Percentage of employees who used all allotted paid personal leave	##	##%	##%	##%	##%

\* Metrics with a sample size (“n”) of less than 5 are not displayed.

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## SHRM CUSTOMIZED PAID LEAVE BENCHMARKING REPORT

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### PAID PERSONAL LEAVE PLANS

	n	25th Percentile	Median	75th Percentile	Average
Paid personal leave days for less than one year of service	##	##	##	##	##
Paid personal leave days for one year of service	##	##	##	##	##
Paid personal leave days for two years of service	##	##	##	##	##
Paid personal leave days for three years of service	##	##	##	##	##

\* Metrics with a sample size ("n") of less than 5 are not displayed.

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## SHRM CUSTOMIZED PAID LEAVE BENCHMARKING REPORT

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### PAID PERSONAL LEAVE PLANS

	n	25th Percentile	Median	75th Percentile	Average
Paid personal leave days for four years of service	##	##	##	##	##
Paid personal leave days for five through nine years of service	##	##	##	##	##
Paid personal leave days for 10 through 19 years of service	##	##	##	##	##
Paid personal leave days for 20 or more years of service	##	##	##	##	##

\* Metrics with a sample size ("n") of less than 5 are not displayed.

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## SHRM CUSTOMIZED PAID LEAVE BENCHMARKING REPORT

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### PAID HOLIDAYS

	n	25th Percentile	Median	75th Percentile	Average
Paid holidays per year	##	##	##	##	##
Paid holidays per year for part-time employees	##	##	##	##	##
Floating holidays per year	##	##	##	##	##

\* Metrics with a sample size (“n”) of less than 5 are not displayed.

## SHRM CUSTOMIZED PAID LEAVE BENCHMARKING REPORT

### PAID BEREAVEMENT LEAVE

	n	Offered	Not Offered
Paid bereavement leave for full-time employees	##	##%	##%

	n	25th Percentile	Median	75th Percentile	Average
Days of paid bereavement leave for loss of a spouse	##	##	##	##	##
Days of paid bereavement leave for loss of a same-sex domestic partner	##	##	##	##	##
Days of paid bereavement leave for loss of an opposite-sex domestic partner	##	##	##	##	##

\* Metrics with a sample size (“n”) of less than 5 are not displayed.

## SHRM CUSTOMIZED PAID LEAVE BENCHMARKING REPORT

### PAID BEREAVEMENT LEAVE

	n	25th Percentile	Median	75th Percentile	Average
Days of paid bereavement leave for loss of a child	##	##	##	##	##
Days of paid bereavement leave for loss of a parent	##	##	##	##	##
Days of paid bereavement leave for loss of a sibling	##	##	##	##	##
Days of paid bereavement leave for loss of a grandparent	##	##	##	##	##
Days of paid bereavement leave for loss of a grandchild	##	##	##	##	##
Days of paid bereavement leave for loss of an extended family member	##	##	##	##	##

\* Metrics with a sample size (“n”) of less than 5 are not displayed.

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## SHRM CUSTOMIZED PAID LEAVE BENCHMARKING REPORT

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### PAID SABBATICAL LEAVE

	n	Offered	Not Offered
Paid sabbatical program for full-time employees	##	##%	##%

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	n	25th Percentile	Median	75th Percentile	Average
Maximum number of paid sabbatical days available to eligible employees	##	##	##	##	##

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\* Metrics with a sample size ("n") of less than 5 are not displayed.

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## SHRM CUSTOMIZED PAID LEAVE BENCHMARKING REPORT

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### PAID CIVIC LEAVE

	n	Offered	Not Offered
Paid jury duty leave	##	##%	##%
Paid military leave	##	##%	##%
Paid leave to vote in elections	##	##%	##%

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## SHRM CUSTOMIZED PAID LEAVE BENCHMARKING REPORT

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### PAID PARENTAL LEAVE

	n	Offered	Not Offered
Paid maternity leave prevalence	##	##%	##%
Paid paternity leave prevalence	##	##%	##%
Paid adoption leave prevalence	##	##%	##%

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## SHRM CUSTOMIZED PAID LEAVE BENCHMARKING REPORT

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### PAID PARENTAL LEAVE

	n	25th Percentile	Median	75th Percentile	Average
Paid maternity leave days	##	##	##	##	##
Paid paternity leave days	##	##	##	##	##
Paid adoption leave days	##	##	##	##	##

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## PAID LEAVE GLOSSARY OF METRIC TERMS, DEFINITIONS AND CALCULATIONS

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### Statistical Definitions

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#### “ n ”

The letter “n” in tables and figures indicates the number of respondents to each question. In other words, when it is noted that  $n = 25$ , it indicates that the number of respondents was 25.

#### Percentile

The percentile is the percentage of responses in a group that have values less than or equal to that particular value. For example, when data are arranged from lowest to highest, the 25th percentile is the point at which 75% of the data are above it and 25% are below it. Conversely, the 75th percentile is the point at which 25% of the data are above it and 75% are below it.

#### Median (50th percentile)

The median is the midpoint of the set of numbers or values arranged in ascending order. It is recommended that the median is used as a basis for all interpretations of the

data when the average and median are discrepant.

#### Average

The average is the sum of the responses divided by the total number of responses. It is also known as the mean. This measure is affected more than the median by the occurrence of outliers (extreme values). For this reason, the average reported may be greater than the 75th percentile or less than the 25th percentile.

### Paid Time Off (PTO) Plans

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#### Paid time off plans

A paid time off (PTO) plan includes sick, vacation and personal days all in one plan. This excludes paid holidays such as Labor Day, Memorial Day and Thanksgiving.

#### PTO leave plan for full-time employees

This metric indicates the percentage of organizations offering a PTO plan to full-time employees.

### **PTO leave plan for part-time employees**

This metric indicates the percentage of organizations offering a PTO plan to part-time employees.

### **Unlimited PTO leave plan for full-time employees**

This metric indicates the percentage of organizations offering unlimited PTO to full-time employees.

### **Organizations allow employees to roll over unused PTO leave**

This metric indicates the percentage of organizations that allow full-time employees to carry over unused PTO into the subsequent year.

### **Organizations pay any portion of unused PTO leave upon voluntary termination**

This metric indicates the percentage of organizations that compensate full-time employees for unused PTO at the point of voluntary separation.

### **Organizations with PTO leave accrual by anniversary date**

This metric indicates the percentage of organizations in which full-time employees accrue PTO leave annually by date of hire.

### **Organizations with PTO leave accrual by calendar year**

This metric indicates the percentage of organizations in which full-time employees accrue PTO leave annually by the calendar year.

### **Organizations with PTO leave accrual by fiscal year**

This metric indicates the percentage of organizations in which full-time employees accrue PTO leave annually by the fiscal year.

### **Organizations with PTO leave accrual by month**

This metric indicates the percentage of organizations in which full-time employees accrue PTO leave monthly.

### **Organizations with PTO leave accrual by pay period**

This metric indicates the percentage of organizations in which full-time employees accrue PTO leave by pay period.

### **Organizations with PTO leave accrual by other time period**

This metric indicates the percentage of organizations in which full-time employees accrue PTO leave by methods different from those already listed.

### **Waiting period, in days, for newly hired employees to start accruing PTO**

This metric indicates the period of time from the date of hire until the date a full-time employee begins to accrue PTO.

### **Waiting period, in days, for newly hired employees to be eligible to take PTO**

This metric indicates the period of time from the date of hire until the date a full-time employee is able to use PTO.

### PTO days advanced to newly hired employees

This metric indicates the amount of PTO days advanced to newly hired full-time employees before they have accrued PTO leave.

### Average PTO days offered per year

This metric indicates the average amount of PTO days offered to full-time employees annually.

### Average PTO days offered per year to part-time employees

This metric indicates the average amount of PTO days offered to part-time employees annually.

### Maximum number of PTO days an employee can roll over into the following year

This metric indicates the maximum number of unused PTO days full-time employees can carry over into the subsequent year.

### Percentage of employees who used all allotted PTO

This metric indicates the percentage of full-time employees who used all allotted PTO days in a given year.

### PTO days for less than one year of service

This metric indicates the number of PTO days full-time employees with less than one year of service accrue annually.

### PTO days for one year of service

This metric indicates the number of PTO days full-time employees with one year of service accrue annually.

### PTO days for two years of service

This metric indicates the number of PTO days full-time employees with two years of service accrue annually.

### PTO days for three years of service

This metric indicates the number of PTO days full-time employees with three years of service accrue annually.

### PTO days for four years of service

This metric indicates the number of PTO days full-time employees with four years of service accrue annually.

### PTO days for five through nine years of service

This metric indicates the average number of PTO days full-time employees with five through nine years of service accrue annually.

### PTO days for 10 through 19 years of service

This metric indicates the average number of PTO days full-time employees with 10 through 19 years of service accrue annually.

### PTO days for 20 or more years of service

This metric indicates the average number of PTO days full-time employees with 20 or more years of service accrue annually.

## Paid Vacation Plans

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### Paid vacation plans

A paid vacation plan is a stand-alone plan that provides employees with paid leave from work, which is typically taken in increments of days or weeks. This excludes

paid holidays such as Labor Day, Memorial Day and Thanksgiving.

#### **Paid vacation leave plan for full-time employees**

This metric indicates the percentage of organizations offering a paid vacation plan to full-time employees.

#### **Paid vacation leave plan for part-time employees**

This metric indicates the percentage of organizations offering a paid vacation plan to part-time employees.

#### **Unlimited paid vacation leave plan for full-time employees**

This metric indicates the percentage of organizations offering unlimited paid vacation to full-time employees.

#### **Organizations allow employees to roll over unused paid vacation leave**

This metric indicates the percentage of organizations that allow full-time employees to carry over unused paid vacation into the subsequent year.

#### **Organizations pay any portion of unused paid vacation leave upon voluntary termination**

This metric indicates the percentage of organizations that compensate full-time employees for unused paid vacation at the point of voluntary separation.

#### **Organizations with paid vacation leave accrual by anniversary date**

This metric indicates the percentage of organizations that accrue full-time

employee paid vacation leave annually by date of hire.

#### **Organizations with paid vacation leave accrual by calendar year**

This metric indicates the percentage of organizations in which full-time employees accrue paid vacation leave annually by the calendar year.

#### **Organizations with paid vacation leave accrual by fiscal year**

This metric indicates the percentage of organizations in which full-time employees accrue paid vacation leave annually by the fiscal year.

#### **Organizations with paid vacation leave accrual by month**

This metric indicates the percentage of organizations in which full-time employees accrue paid vacation leave monthly.

#### **Organizations with paid vacation leave accrual by pay period**

This metric indicates the percentage of organizations in which full-time employees accrue paid vacation leave by pay period.

#### **Organizations with paid vacation leave accrual by other time period**

This metric indicates the percentage of organizations in which full-time employees accrue paid vacation leave by methods different from those already listed.

#### **Waiting, period in days, for newly hired employees to start accruing paid vacation leave**

This metric indicates the period of time from the date of hire until the date a full-

time employee begins to accrue paid vacation.

#### **Waiting period, in days, for newly hired employees to be eligible to take paid vacation leave**

This metric indicates the period of time from the date of hire until the date a full-time employee is able to use paid vacation.

#### **Paid vacation days advanced to newly hired employees**

This metric indicates the amount of paid vacation days advanced to newly hired full-time employees before they have accrued paid vacation leave.

#### **Average paid vacation days offered per year**

This metric indicates the average amount of paid vacation days offered to full-time employees annually.

#### **Average paid vacation days offered per year to part-time employees**

This metric indicates the average amount of paid vacation days offered to part-time employees annually.

#### **Maximum number of paid vacation days an employee can roll over into the following year**

This metric indicates the maximum number of unused paid vacation days full-time employees can carry over into the subsequent year.

#### **Percentage of employees who used all allotted paid vacation leave**

This metric indicates the percentage of full-time employees that used all allotted paid vacation leave days.

#### **Paid vacation days for less than one year of service**

This metric indicates the number of paid vacation days full-time employees with less than one year of service accrue annually.

#### **Paid vacation days for one year of service**

This metric indicates the number of paid vacation days full-time employees with one year of service accrue annually.

#### **Paid vacation days for two years of service**

This metric indicates the number of paid vacation days full-time employees with two years of service accrue annually.

#### **Paid vacation days for three years of service**

This metric indicates the number of paid vacation days full-time employees with three years of service accrue annually.

#### **Paid vacation days for four years of service**

This metric indicates the number of paid vacation days full-time employees with four years of service accrue annually.

#### **Paid vacation days for five through nine years of service**

This metric indicates the average number of paid vacation days full-time employees with five through nine years of service accrue annually.

### **Paid vacation days for 10 through 19 years of service**

This metric indicates the average number of paid vacation days full-time employees with 10 through 19 years of service accrue annually.

### **Paid vacation days for 20 or more years of service**

This metric indicates the average number of paid vacation days full-time employees with 20 or more years of service accrue annually.

## **Paid Sick Leave Plans**

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### **Paid sick leave plans**

A paid sick leave plan is a stand-alone plan providing employees with paid leave for absences from work caused by illness or injury, appointments, and travel time to and from health care facilities. These plans sometimes provide paid leave for employees caring for immediate family members.

### **Paid sick leave plan for full-time employees**

This metric indicates the percentage of organizations offering a paid sick leave plan to full-time employees.

### **Paid sick leave plan for part-time employees**

This metric indicates the percentage of organizations offering a paid sick leave plan to part-time employees.

### **Unlimited paid sick leave plan for full-time employees**

This metric indicates the percentage of organizations offering unlimited paid sick leave to full-time employees.

### **Organizations allow employees to roll over unused paid sick leave**

This metric indicates the percentage of organizations that allow full-time employees to carry over unused paid sick leave into the subsequent year.

### **Organizations pay any portion of unused paid sick leave upon voluntary termination**

This metric indicates the percentage of organizations that compensate full-time employees for unused paid sick leave at the point of voluntary separation.

### **Organizations with paid sick leave accrual by anniversary date**

This metric indicates the percentage of organizations in which full-time employees accrue paid sick leave annually by date of hire.

### **Organizations with paid sick leave accrual by calendar year**

This metric indicates the percentage of organizations in which full-time employees accrue paid sick leave annually by the calendar year.

### **Organizations with paid sick leave accrual by fiscal year**

This metric indicates the percentage of organizations in which full-time employees

accrue paid sick leave annually by the fiscal year.

#### Organizations with paid sick leave accrual by month

This metric indicates the percentage of organizations in which full-time employees accrue paid sick leave monthly.

#### Organizations with paid sick leave accrual by pay period

This metric indicates the percentage of organizations in which full-time employees accrue paid sick leave by pay period.

#### Organizations with paid sick leave accrual by other time period

This metric indicates the percentage of organizations in which full-time employees accrue paid sick leave by methods different from those already listed.

#### Waiting period, in days, for newly hired employees to start accruing paid sick leave

This metric indicates the period of time from the date of hire until the date a full-time employee begins to accrue paid sick leave.

#### Waiting period, in days, for newly hired employees to be eligible to take paid sick leave

This metric indicates the period of time from the date of hire until the date a full-time employee is able to use paid sick leave.

#### Paid sick leave days advanced to newly hired employees

This metric indicates the amount of paid sick leave days advanced to newly hired full-

time employees before they have accrued paid sick leave.

#### Average paid sick leave days offered per year

This metric indicates the average amount of paid sick leave days offered to full-time employees annually.

#### Average paid sick leave days offered per year to part-time employees

This metric indicates the average amount of paid sick leave days offered to part-time employees annually.

#### Maximum number of paid sick leave days an employee can roll over into the following year

This metric indicates the maximum number of unused paid sick leave days full-time employees can carry over into the subsequent year.

#### Percentage of employees who used all allotted paid sick leave

This metric indicates the percentage of full-time employees that used all allotted paid sick leave days.

#### Paid sick leave days for less than one year of service

This metric indicates the number of paid sick leave days full-time employees with less than one year of service accrue annually.

#### Paid sick leave days for one year of service

This metric indicates the number of paid sick leave days full-time employees with one year of service accrue annually.

### **Paid sick leave days for two years of service**

This metric indicates the number of paid sick leave days full-time employees with two years of service accrue annually.

### **Paid sick leave days for three years of service**

This metric indicates the number of paid sick leave days full-time employees with three years of service accrue annually.

### **Paid sick leave days for four years of service**

This metric indicates the number of paid sick leave days full-time employees with four years of service accrue annually.

### **Paid sick leave days for five through nine years of service**

This metric indicates the average number of paid sick leave days full-time employees with five through nine years of service accrue annually.

### **Paid sick leave days for 10 through 19 years of service**

This metric indicates the average number of paid sick leave days full-time employees with 10 through 19 years of service accrue annually.

### **Paid sick leave days for 20 or more years of service**

This metric indicates the average number of paid sick leave days full-time employees with 20 or more years of service accrue annually.

## **Paid Personal Leave Plans**

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### **Paid personal leave plans**

A paid personal leave plan provides employees with paid leave for any purpose an employee chooses or any purpose that may not be covered by a paid vacation or paid sick leave plan. This excludes paid holidays such as Labor Day, Memorial Day and Thanksgiving.

### **Paid personal leave plan for full-time employees**

This metric indicates the percentage of organizations offering a paid personal leave plan to full-time employees.

### **Paid personal leave plan for part-time employees**

This metric indicates the percentage of organizations offering a paid personal leave plan to part-time employees.

### **Unlimited paid personal leave plan for full-time employees**

This metric indicates the percentage of organizations offering unlimited paid personal leave to full-time employees.

### **Organizations allow employees to roll over unused paid personal leave**

This metric indicates the percentage of organizations that allow full-time employees to carry over unused paid personal leave into the subsequent year.

### **Organizations pay any portion of unused paid personal leave upon voluntary termination**

This metric indicates the percentage of organizations that compensate full-time

employees for unused paid personal leave at the point of voluntary separation.

#### **Organizations with paid personal leave accrual by anniversary date**

This metric indicates the percentage of organizations in which full-time employees accrue paid personal leave annually by date of hire.

#### **Organizations with paid personal leave accrual by calendar year**

This metric indicates the percentage of organizations in which full-time employees accrue paid personal leave annually by the calendar year.

#### **Organizations with paid personal leave accrual by fiscal year**

This metric indicates the percentage of organizations in which full-time employees accrue paid personal leave annually by the fiscal year.

#### **Organizations with paid personal leave accrual by month**

This metric indicates the percentage of organizations in which full-time employees accrue paid personal leave monthly.

#### **Organizations with paid personal leave accrual by pay period**

This metric indicates the percentage of organizations in which full-time employees accrue paid personal leave by pay period.

#### **Organizations with paid personal leave accrual by other time period**

This metric indicates the percentage of organizations in which full-time employees

accrue paid personal leave by methods different from those already listed.

#### **Waiting period, in days, for newly hired employees to start accruing paid personal leave**

This metric indicates the period of time from the date of hire until the date a full-time employee begins to accrue paid personal leave.

#### **Waiting period, in days, for newly hired employees to be eligible to take paid personal leave**

This metric indicates the period of time from the date of hire until the date a full-time employee is able to use paid personal leave.

#### **Paid personal leave days advanced to newly hired employees**

This metric indicates the amount of paid personal leave days advanced to newly hired full-time employees before they have accrued personal leave.

#### **Average paid personal leave days offered per year**

This metric indicates the average amount of paid personal leave days offered to full-time employees annually.

#### **Average paid personal leave days offered per year to part-time employees**

This metric indicates the average amount of paid personal leave days offered to part-time employees annually.

### Maximum number of paid personal leave days an employee can roll over into the following year

This metric indicates the maximum number of unused paid personal leave days full-time employees can carry over into the subsequent year.

### Percentage of employees who used all allotted paid personal leave

This metric indicates the percentage of full-time employees that used all allotted paid personal leave days.

### Paid personal leave days for less than one year of service

This metric indicates the number of paid personal leave days full-time employees with less than one year of service accrue annually.

### Paid personal leave days for one year of service

This metric indicates the number of paid personal leave days full-time employees with one year of service accrue annually.

### Paid personal leave days for two years of service

This metric indicates the number of paid personal leave days full-time employees with two years of service accrue annually.

### Paid personal leave days for three years of service

This metric indicates the number of paid personal leave days full-time employees with three years of service accrue annually.

### Paid personal leave days for four years of service

This metric indicates the number of paid personal leave days full-time employees with four years of service accrue annually.

### Paid personal leave days for five through nine years of service

This metric indicates the average number of paid personal leave days full-time employees with five through nine years of service accrue annually.

### Paid personal leave days for 10 through 19 years of service

This metric indicates the average number of paid personal leave days full-time employees with 10 through 19 years of service accrue annually.

### Paid personal leave days for 20 or more years of service

This metric indicates the average number of paid personal leave days full-time employees with 20 or more years of service accrue annually.

## Paid Holidays

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### Paid holidays per year

This metric indicates the number of paid holidays an organization offers full-time employees.

### Paid holidays per year for part-time employees

This metric indicates the number of paid holidays an organization offers part-time employees.

### Floating holidays per year

This metric indicates the number of floating holidays an organization offers employees in a calendar year. A floating holiday provides an employee paid time off to observe a holiday not observed by the organization.

## Paid Bereavement Leave

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### Paid bereavement leave for full-time employees

This metric indicates the percentage of organizations offering bereavement leave for full-time employees. Bereavement leave provides paid time off from work for an employee to attend or arrange funeral or memorial services for a deceased individual.

### Days of paid bereavement leave for loss of a spouse

This metric indicates the number of bereavement days provided to an employee for the death of a spouse.

### Days of paid bereavement leave for loss of a same-sex domestic partner

This metric indicates the number of bereavement days provided to an employee for the death of a same-sex domestic partner.

### Days of paid bereavement leave for loss of an opposite-sex domestic partner

This metric indicates the number of bereavement days provided to an employee for the death of an opposite-sex domestic partner.

### Days of paid bereavement leave for loss of a child

This metric indicates the number of bereavement days provided to an employee for the death of a child.

### Days of paid bereavement leave for loss of a parent

This metric indicates the number of bereavement days provided to an employee for the death of a parent.

### Days of paid bereavement leave for loss of a sibling

This metric indicates the number of bereavement days provided to an employee for the death of a sibling.

### Days of paid bereavement leave for loss of a grandparent

This metric indicates the number of bereavement days provided to an employee for the death of a grandparent.

### Days of paid bereavement leave for loss of a grandchild

This metric indicates the number of bereavement days provided to an employee for the death of a grandchild.

### Days of paid bereavement leave for loss of an extended family member

This metric indicates the number of bereavement days provided to an employee for the death of an extended family member (e.g., cousin, aunt, uncle, niece, nephew).

## Paid Sabbatical Leave

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### Paid sabbatical leave

Sabbatical leave is paid time from work to accomplish professional development objectives.

### Paid sabbatical program for full-time employees

This metric indicates the percentage of organizations that offer sabbatical leave to full-time employees.

### Maximum number of paid sabbatical days available to eligible employees

This metric indicates the maximum number of paid days offered to full-time employees eligible for sabbatical leave.

## Paid Civic Leave

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### Paid civic leave

Paid civic leave refers to paid time from work that is beyond what is required by law to perform civic obligations such as jury duty, military service or voter participation.

### Paid jury duty leave

This metric indicates the percentage of organizations that offer paid leave for jury duty beyond what is required by law.

### Paid military leave

This metric indicates the percentage of organizations that offer paid leave for military service beyond what is required by law.

### Paid leave to vote in elections

This metric indicates the percentage of organizations that offer employees paid leave to vote in elections during the work day.

## Paid Parental Leave

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### Paid maternity leave prevalence

The percentage of organizations that offer female employees paid time off for the birth of a child beyond what is required by law.

### Paid paternity leave prevalence

The percentage of organizations that offer male employees paid time off for the birth of a child beyond what is required by law.

### Paid adoption leave prevalence

The percentage of organizations that offer employees paid time off for the adoption of a child beyond what is required by law.

### Paid maternity leave days

The number of days organizations offer female employees paid time off for the birth of a child beyond what is required by law.

### Paid paternity leave days

The number of days organizations offer male employees paid time off for the birth of a child beyond what is required by law.

### Paid adoption leave days

The number of days organizations offer employees paid time off for the adoption of a child beyond what is required by law.