



# Paid Time Off Benefits Survey



2013  
Survey  
Results

# Introduction

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

This survey inquired about paid vacation time, sick time, personal days and paid time off. A total of 2,833 respondents completed this survey.

Similar to last year's survey results, 97 percent of employers that participated in this survey offer some sort of paid time off (PTO) benefit; however, the composition of those benefits has changed slightly. Among other changes, 59 percent of employers now offer PTO benefits in a traditional time off program, compared to 60.2 percent of employers in 2012. Conversely, the percentage of employers that offer a PTO program that tracks vacation, sick time and personal days as one statistic rose from 36.6 in 2012 to 38 in 2013.

## Receive a Personalized Copy

We hope that you find the results within this survey helpful. The reality is that paid time off policies directly impact your company's bottom-line. This is often seen in areas such as employee recruiting, training new hires, schedule interruptions, and more.

CBG Benefits would be happy to discuss and assess your company's current approach in these areas. We'd be ***deliver a personalized report that benchmarks where your company fits*** --- and identify solutions that will enable you to achieve your goals.

### Contact CBG Benefits to take advantage of this offer:

- Website: <http://CBGBenefits.com>
- Phone: 877-332-6387
- Email: [info@CBGBenefits.com](mailto:info@CBGBenefits.com)
- Mailing Address:  
800 West Cummings Park, Suite 6900,  
Woburn, MA 01801

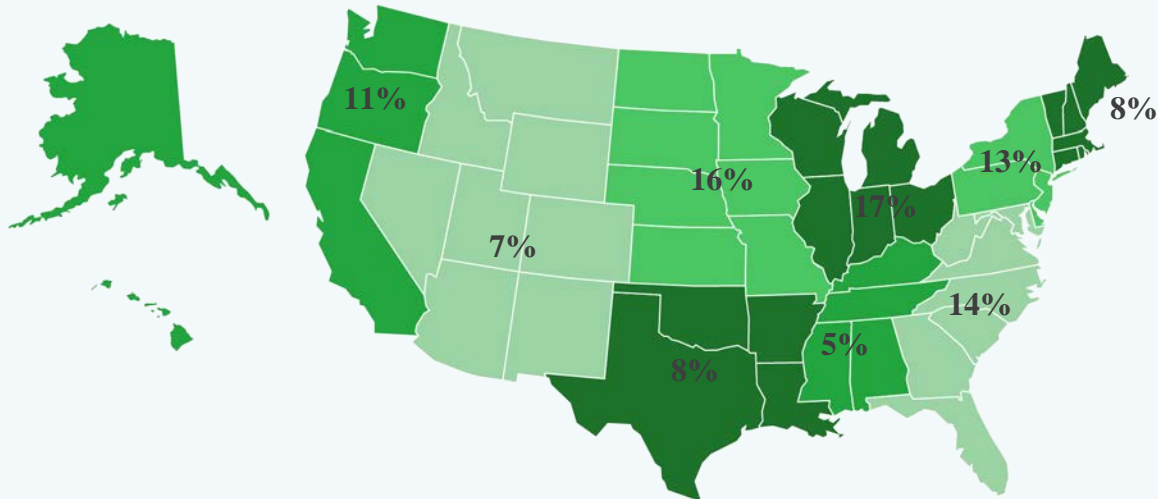
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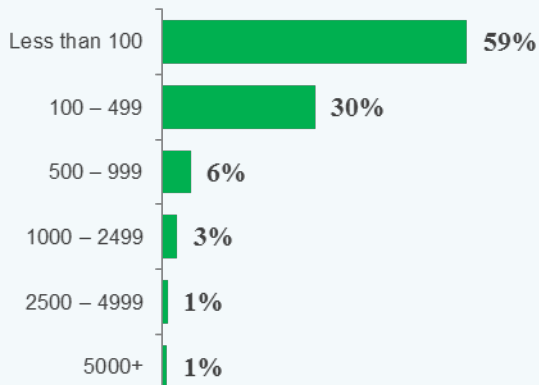
# Demographics

This survey was completed by employers in all 50 states and the District of Columbia. As in 2012, the overwhelming majority of survey respondents were from organizations employing fewer than 500 employees and nearly 60 percent employ fewer than 100.

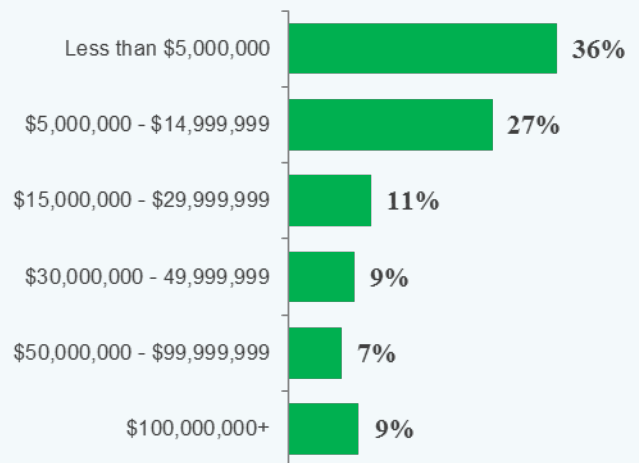
## In which region is your organization based (the most employees)?



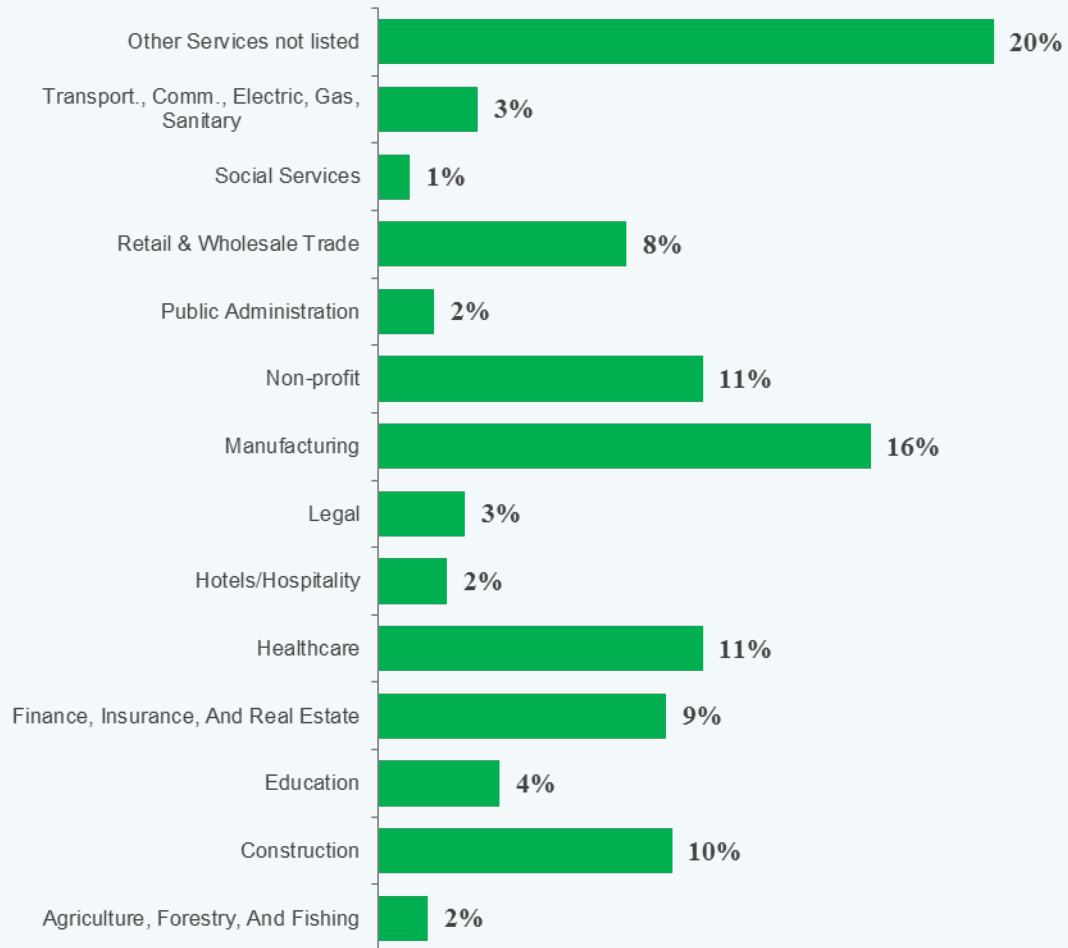
## How many employees does your organization employ?



## What is your organization's annual revenue?



## In which industry/sector does your organization operate?

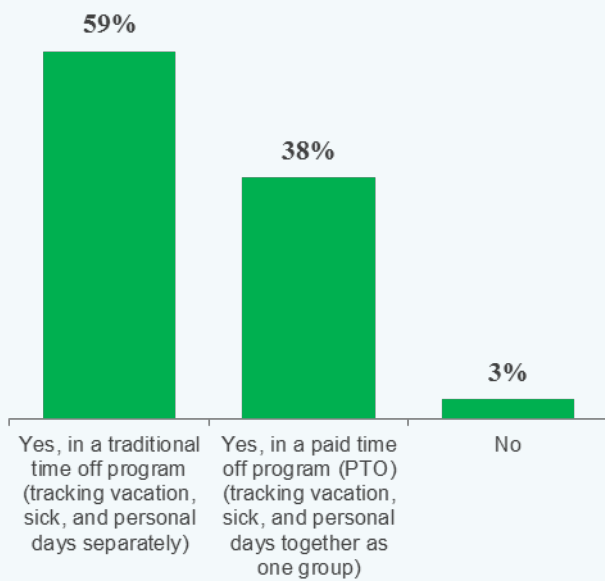


# Vacation Time Results

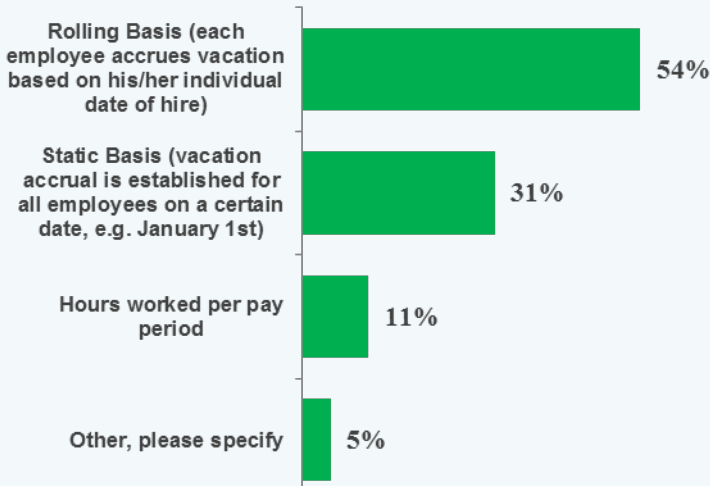
While PTO banks—in which a combination of vacation, personal days and incidental sick time are lumped together—have become increasingly popular with employers, it is still more common for employers to offer paid vacation programs, with sick time offered separately.

The number of employers that package vacation and sick time separately (59 percent) is nearly identical to 2012's results (60.2 percent). Sixty-four percent of those employers do not offer paid vacation time to part-time employees. This number is down 2.5 percentage points from 2012. Fifty percent of employers require new hires to be employed for at least 31 days before receiving benefits, a figure that is up two percentage points. More than one-third of employers allow workers to use vacation before it is accrued, and

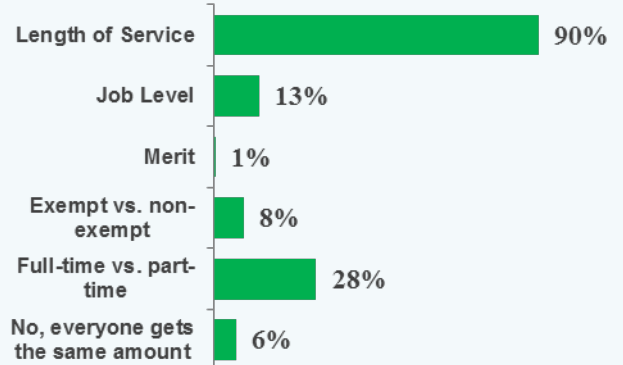
## Does your organization offer paid time off benefits to full-time employees?



## Is your vacation accrual calculated on a:



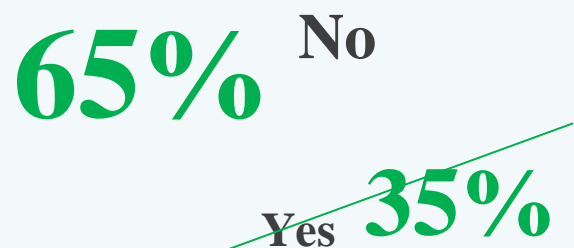
## How does your company currently scale vacation time? Please select all that apply.



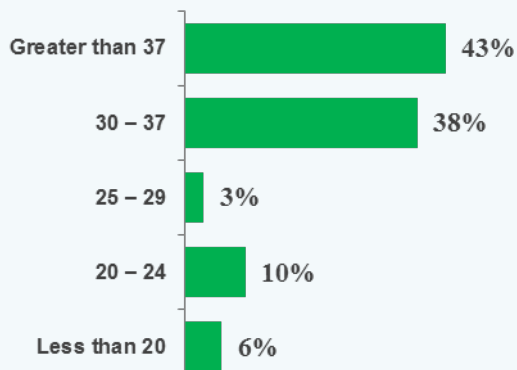
## For new hires, is there a waiting period before they can take any vacation time off?



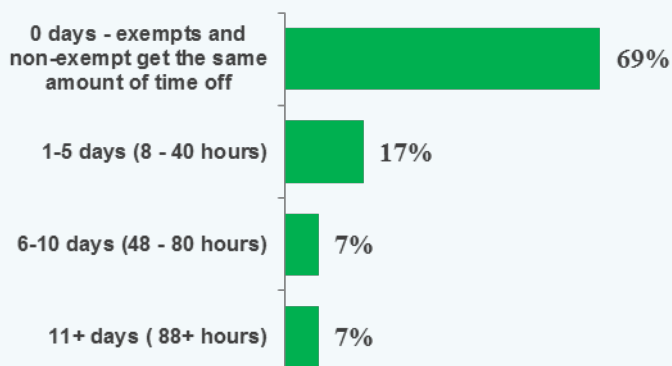
## Does your company allow vacation to be taken prior to it being accrued?



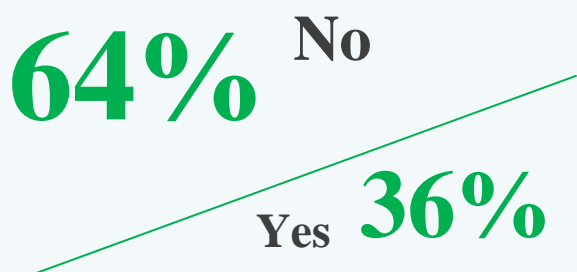
**How many hours need to be worked weekly to be eligible for regular vacation benefits?**



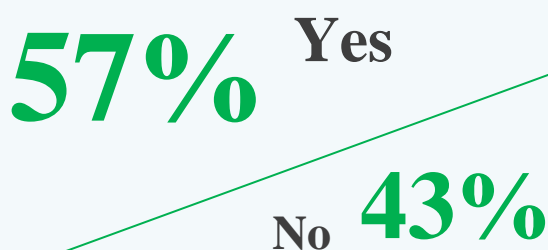
**On average, how many additional days/hours off for vacation leave do you provide to management (exempt) employees?**



**Do you offer vacation time to your part-time employees?**



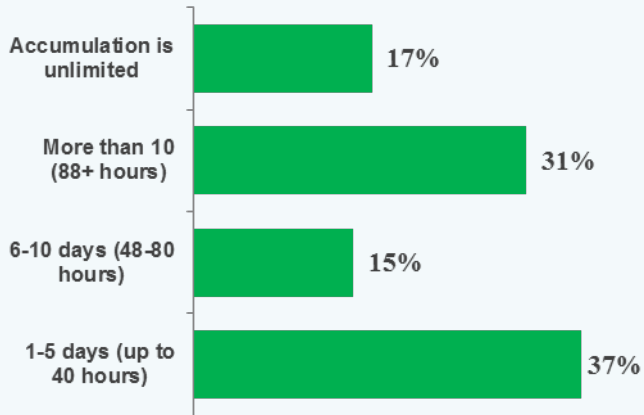
**Do you allow your employees to carry over vacation to the next year?**



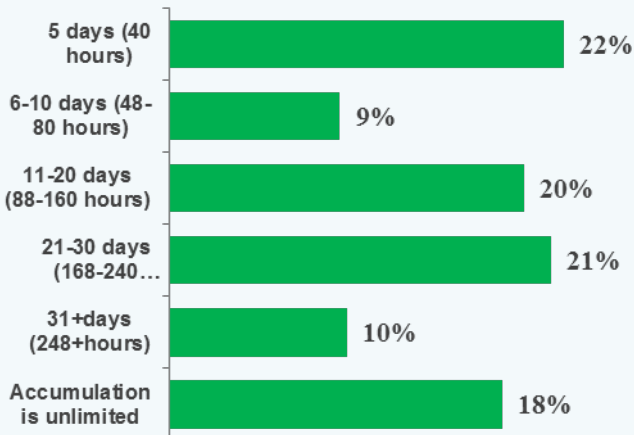
**What are the maximum vacation days allowed for each period of year of service completed to non-management (non-exempt) employees?**

	0 - 5 days (40 hrs or less)	6 - 10 days (48-80 hrs)	11 - 15 days (88-120 hrs)	16 - 20 days (128-160 hrs)	21 - 25 days (168-200 hrs)	26 - 30 days (208-240 hrs)	31+ days (241+ hrs)
Up to 1 year	58%	29%	11%	2%	1%	0%	0%
1 year	32%	50%	14%	2%	1%	0%	0%
2 years	15%	62%	18%	3%	1%	0%	0%
3 years	7%	62%	24%	4%	2%	0%	0%
5 years	3%	35%	47%	11%	3%	1%	0%
10 years	2%	10%	47%	32%	6%	2%	1%
15 years	2%	7%	34%	42%	11%	3%	2%
20 years	2%	6%	27%	42%	16%	4%	2%
25 years	2%	6%	26%	39%	19%	5%	3%
30 years	2%	6%	25%	39%	18%	6%	4%
Over 30 years	2%	6%	25%	38%	19%	5%	4%

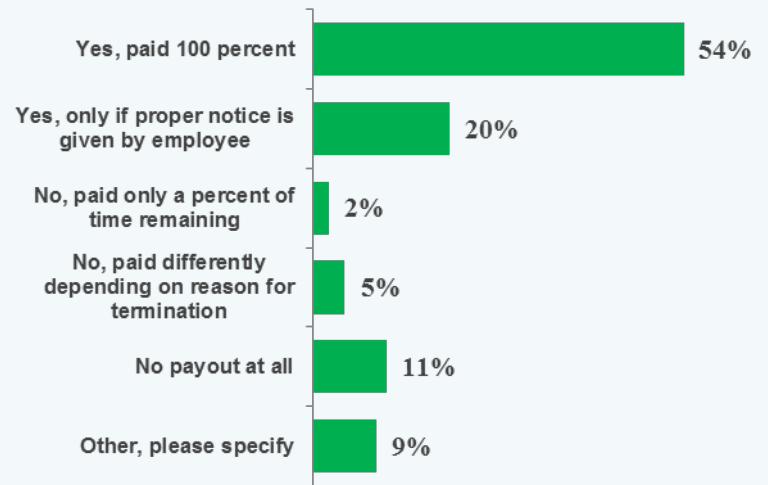
**How many vacation days are allowed to be carried over?**



**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?**



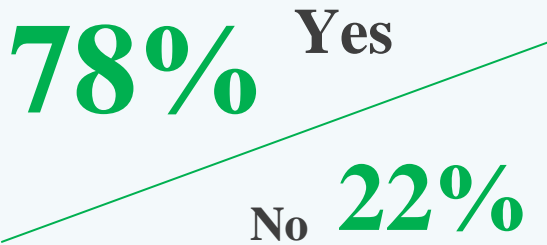
**Upon termination, do employees get paid for all of the earned, unused time remaining in their paid leave bank?**



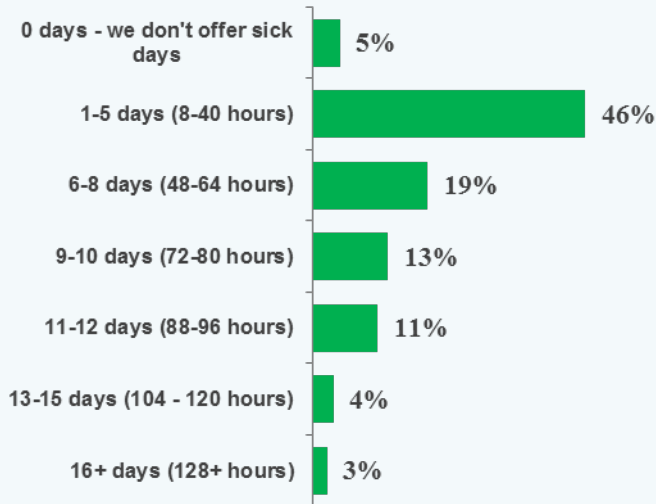
# Sick Time Results

Over three-quarters of employers offer paid sick leave to their employees, a number that has actually decreased from 2012 when it was four-fifths (80 percent). The number of employers that allow workers to carry over sick days has also decreased from 54.1 percent in 2012 to just under half (49.6 percent) in 2013. The percentage of employers that do not differentiate between exempt and non-exempt or length of service in assigning sick leave amounts is virtually identical to 2012.

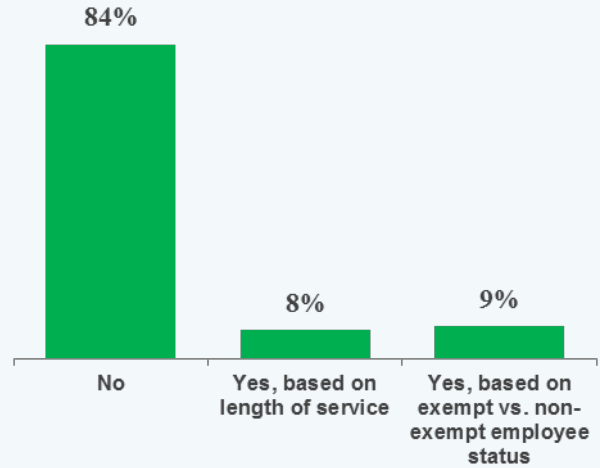
Do you offer sick time paid leave?



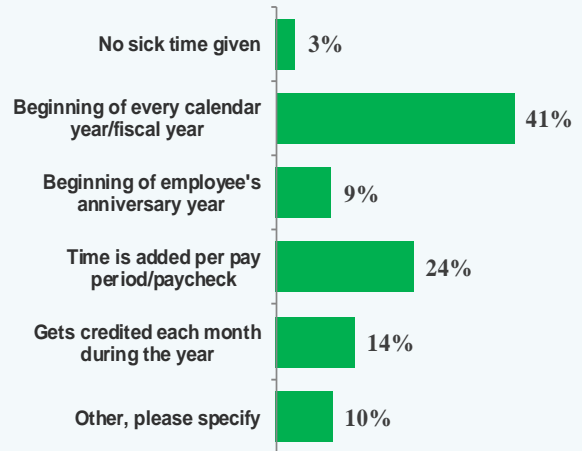
How many initial sick days do full-time, non-exempt employees get per year?



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

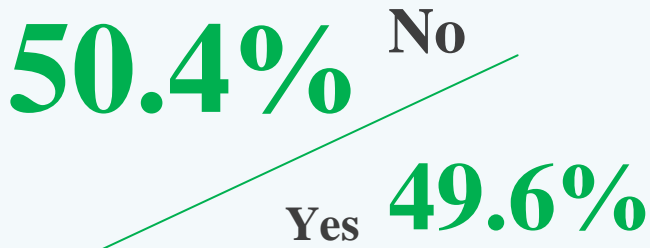


When do employees acquire sick time that they can use to take days off?

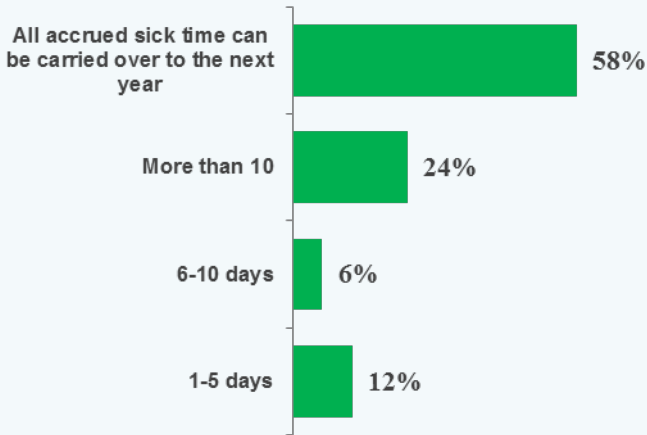




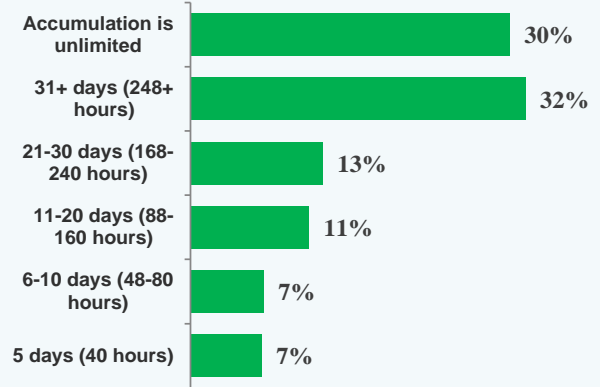
Do you allow your employees to carry over sick time to the next year?



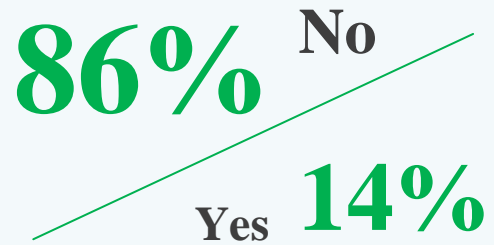
How many sick days are allowed to be carried over?



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?



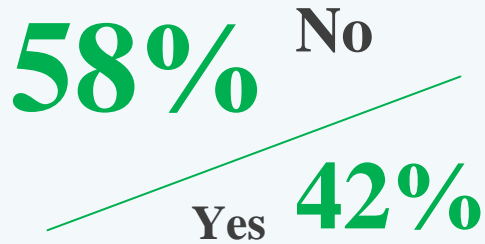
Do you pay out unused sick time upon termination?



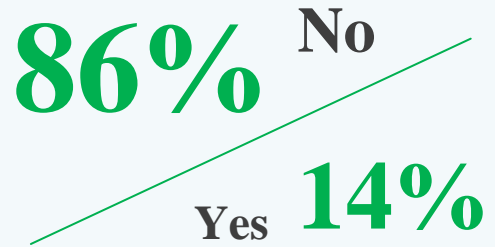
# Personal Time Results

Fifty-eight percent of respondents say they do not offer personal days, a number that's up 2.4 percentage points from 2012. Of those that do offer personal days, 90 percent give the same number of personal days to every employee, and 86 percent do not allow unused personal time to be carried over to the next year.

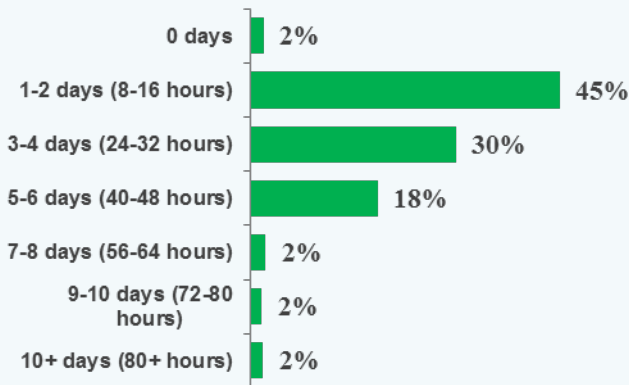
Do you offer paid personal days?



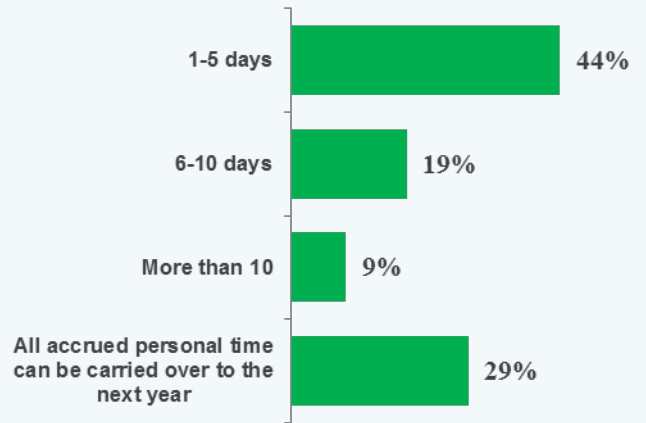
Do you allow your employees to carry over personal days to the next year?



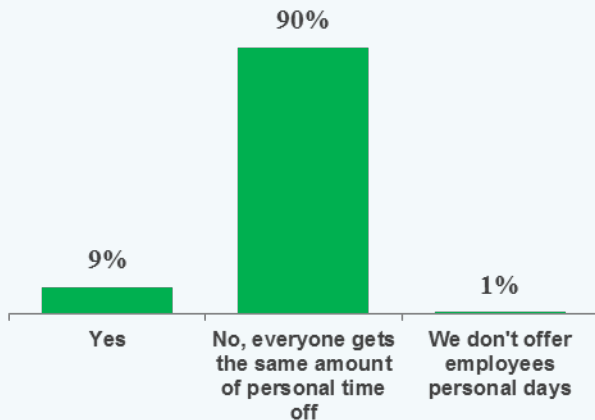
How many personal days do employees get?



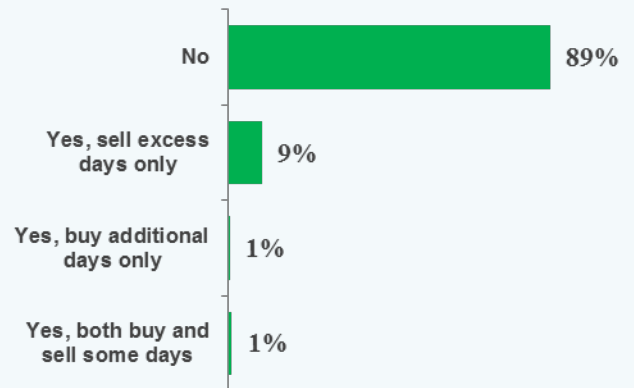
How many personal days are allowed to be carried over?



Do you vary the number of personal days (not sick days) based on length of service?



Are employees allowed to buy or sell vacation days?

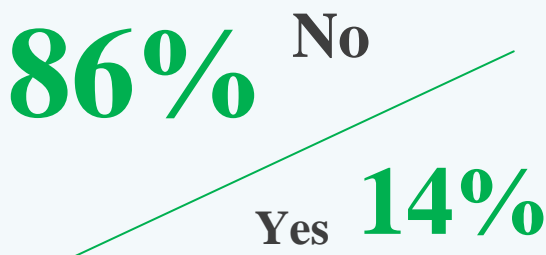


# Paid Time Off (PTO) Results

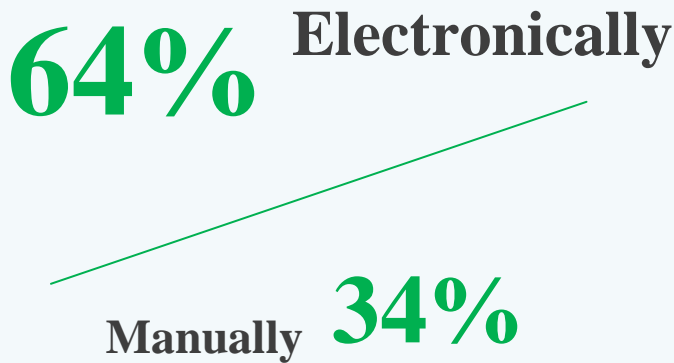
In order to better manage costs, give employees more flexibility in taking time off, and attract and retain top talent, a growing number of companies are offering employees PTO banks.

Half of respondents calculate PTO based on an employee's date of hire, and 84 percent of companies surveyed scale PTO based on length of service. Seventy-one percent of respondents offer the same amount of PTO to both employees and management. Unlike previously mentioned benefits, a large majority of respondents (72 percent) allow employees to roll over PTO benefits to the next year.

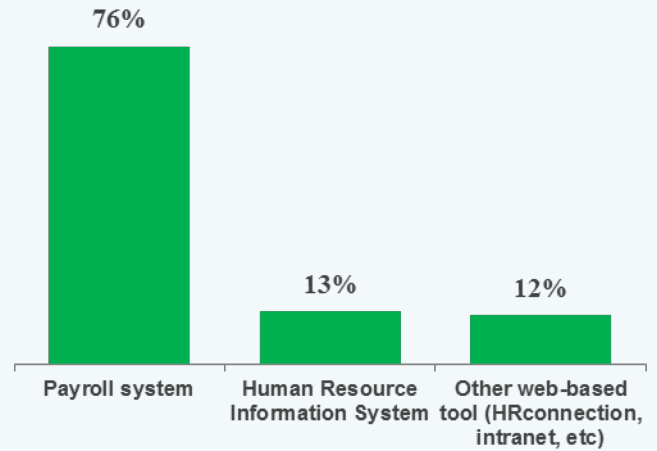
Does your plan allow employees to donate vacation to other employees?



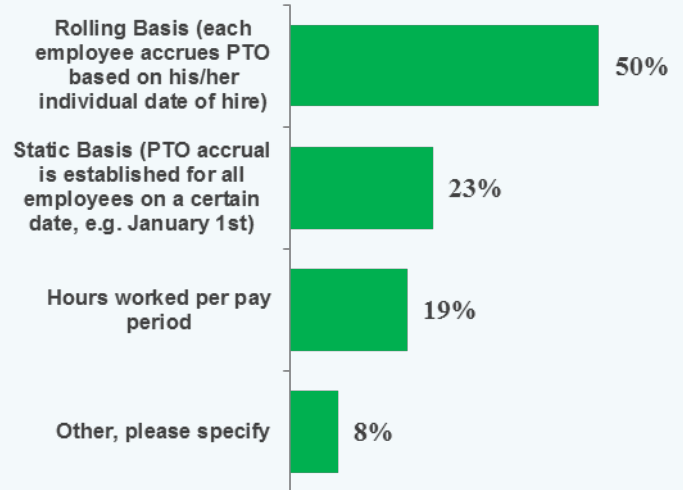
How do you currently track vacation/sick/personal time?



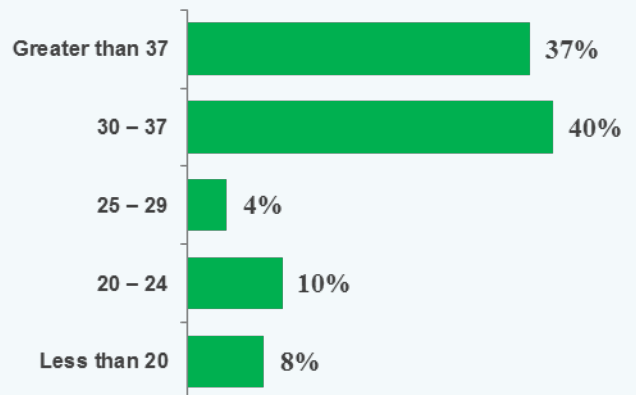
What type of system do you use?



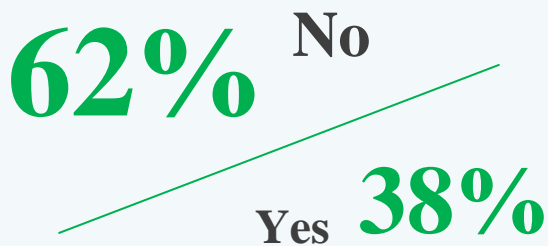
Is your PTO accrual calculated on a:



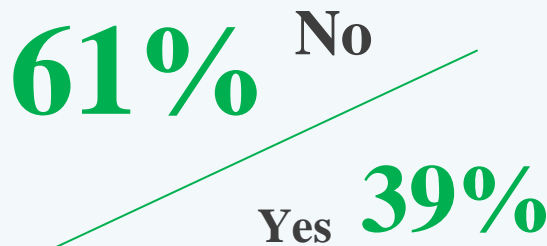
How many hours need to be worked weekly to be eligible for regular PTO benefits?



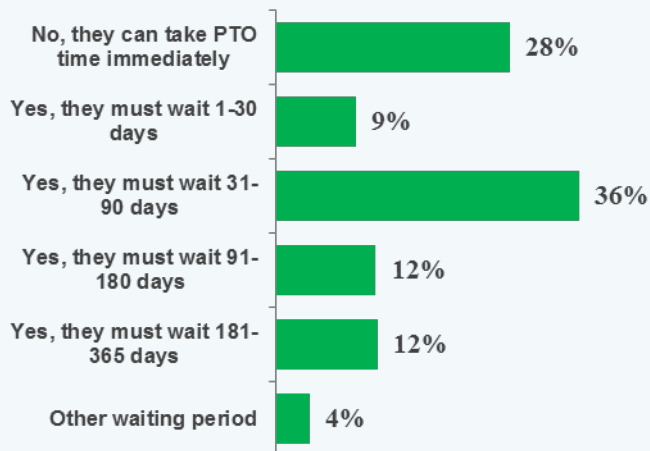
Do you offer PTO to your part-time employees?



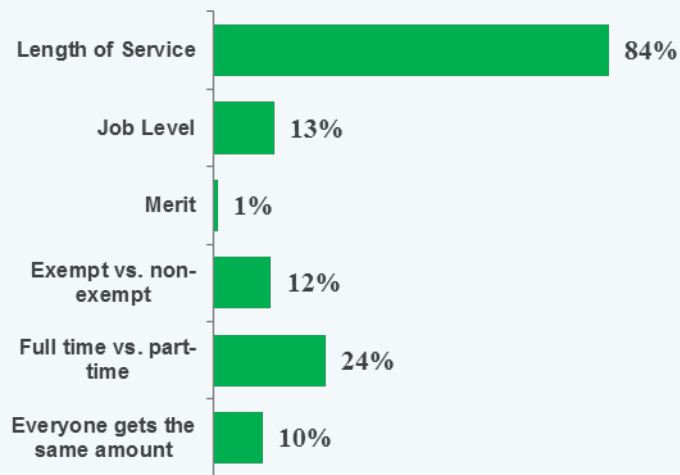
Does your company allow PTO to be taken prior to it being accrued?



For new hires, is there a waiting period before they can take any PTO?



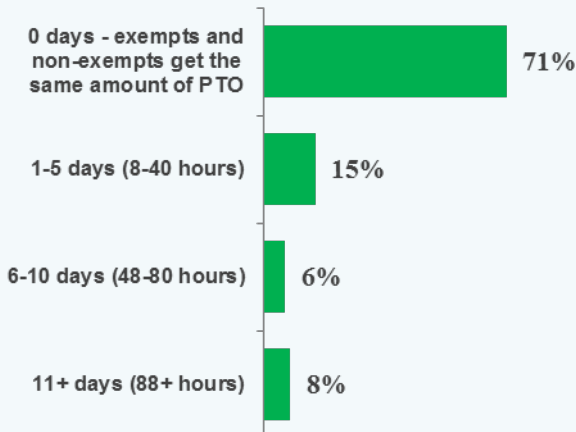
How does your company currently scale PTO? Please select all that apply.



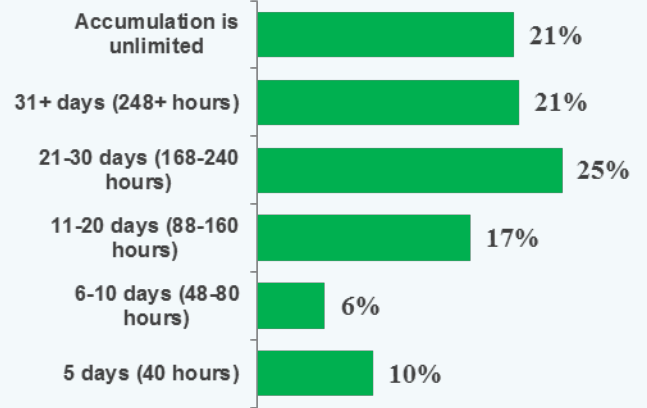
What are the maximum PTO days allowed to non-management, non-exempt employees for each period or year of service completed?

	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 (168-200 hrs)	26 - 30 days (208-240 hrs)	31+ days (241+ hrs)
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2 years	8%	26%	33%	21%	8%	2%	2%
3 years	5%	21%	35%	23%	11%	3%	2%
5 years	2%	13%	28%	31%	15%	9%	2%
10 years	2%	6%	19%	29%	25%	13%	7%
15 years	2%	5%	16%	26%	26%	16%	10%
20 years	2%	5%	12%	25%	26%	17%	12%
25 years	2%	5%	12%	25%	26%	17%	13%
30 years	2%	5%	12%	25%	25%	18%	14%
Over 30 years	2%	4%	12%	25%	25%	17%	15%

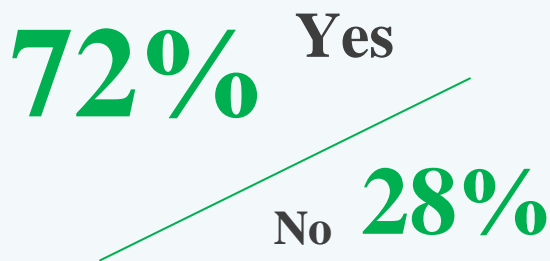
On average, how many additional days/hours of PTO do you provide to management (exempt) employees?



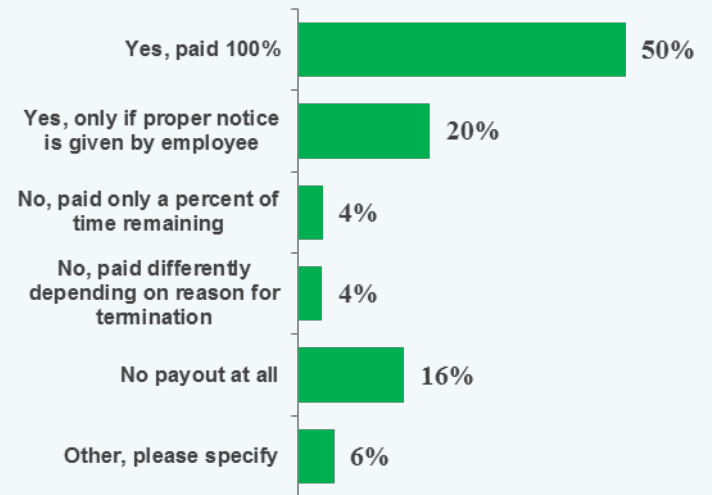
How many PTO hours are allowed to be carried over?



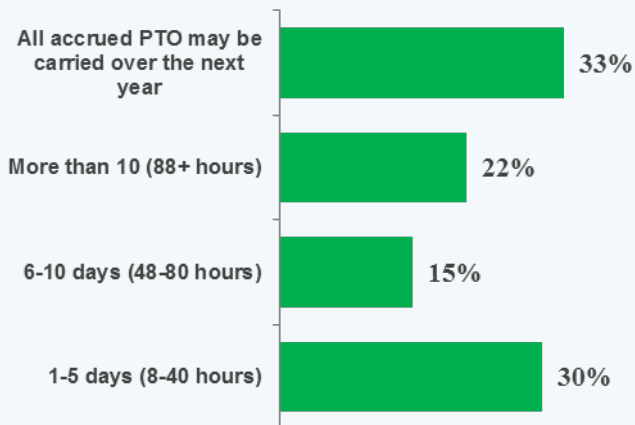
Do you allow your employees to carry over PTO to the next year?



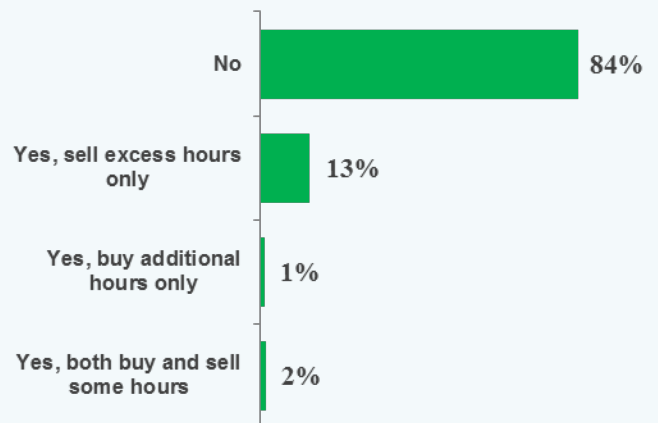
Upon termination, do employees get paid for all of the earned, unused time remaining in their bank?



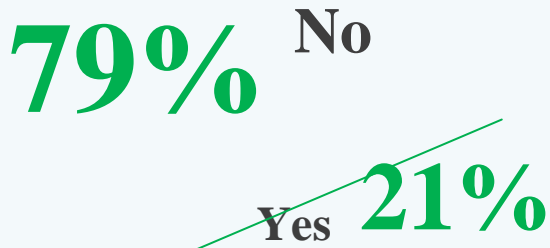
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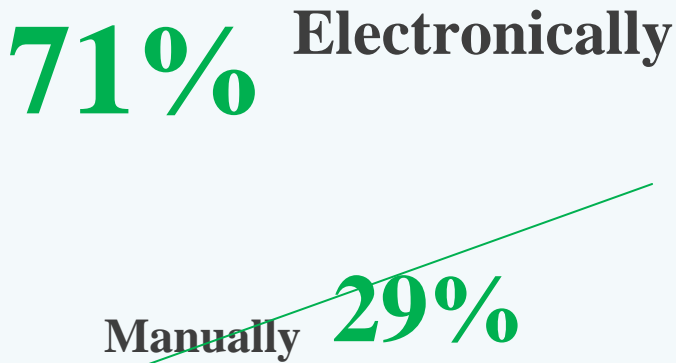
Are employees allowed to buy or sell PTO?



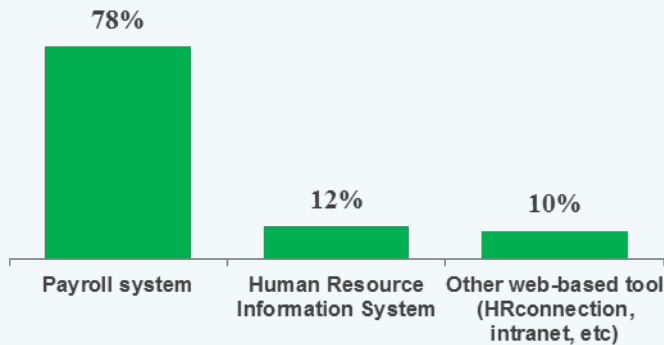
Does your plan allow employees to donate PTO to other employees?



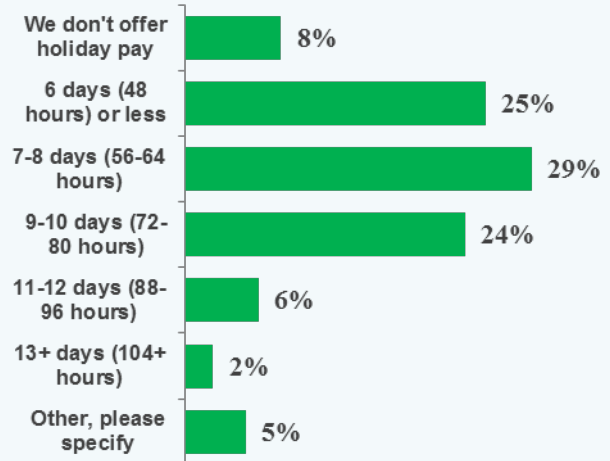
How do you currently track PTO?



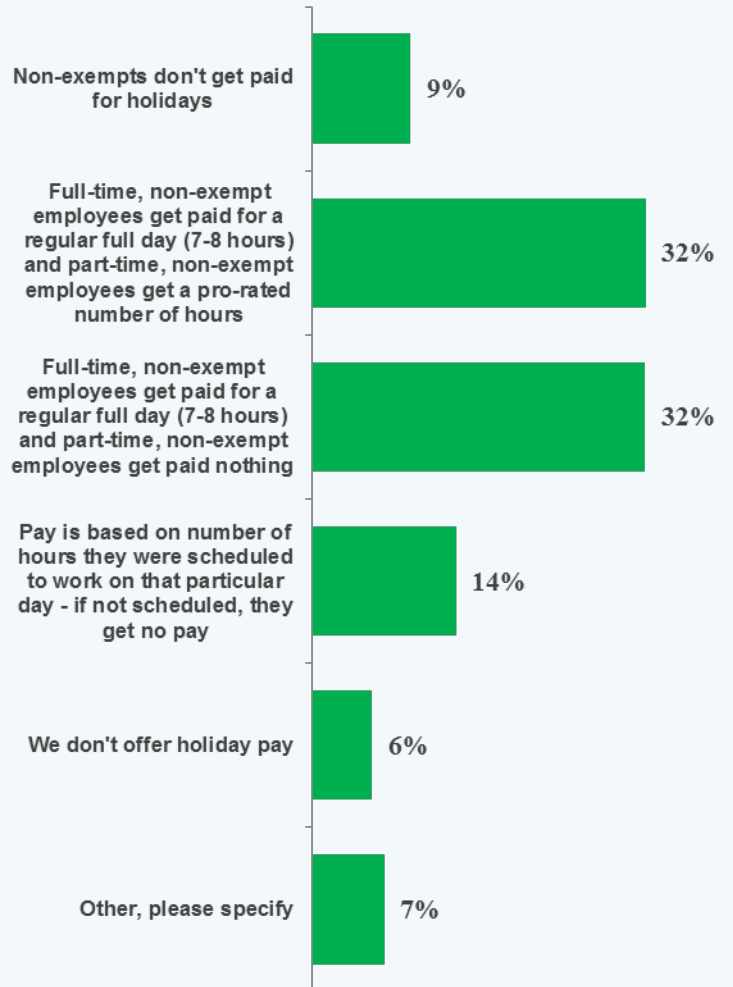
What type of system do you use?



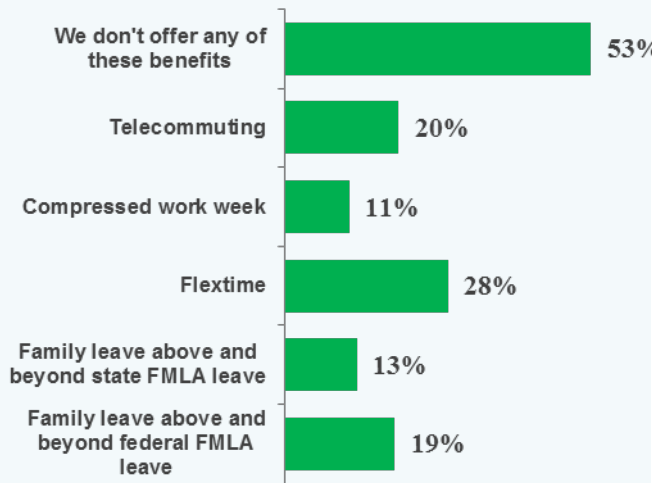
For each year, how many paid days/hours do you give employees for holidays?



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



## Does your organization offer any of the following benefits?



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

**Contact CBG Benefits to discuss how these survey results and this benchmarking information can assist you in your future benefit plan strategies.**

*This survey was conducted in the summer of 2013 through the website provided by CBG Benefits. The survey was anonymous, so responses have not been validated for statistical significance or margin of error.*

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# How CBG Benefits Can Help Your Organization

We hope that you found the results within this survey helpful. The reality is that paid time off policies directly impact your company's bottom-line. This is often seen in areas such as employee recruiting, training new hires, schedule interruptions, and more.

CBG Benefits would be happy to discuss and assess your company's current approach in these areas. We'd be happy to benchmark where your company fits --- and identify solutions that will enable you to achieve your goals.

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