

PTO FAQ for W2 Hourly Consultants

General Information

Who is eligible for PTO?

All W2 consultants.

Can I opt out of this program?

No, there is no opting out of this program. This benefit applies to all W2 consultants.

Accrual and Rates

How do I earn PTO?

You earn 1 hour of PTO for every 30 hours you work.

Are there other accrual rate options available?

You may choose an accelerated option. The default is 1 hour for every 30 worked. If you choose the higher accelerated option of 1 hour earned for every 15 worked, your rate will be adjusted accordingly.

When can I switch between accrual rates?

You may change your accrual rate at any time by submitting a request to HR and your Account Manager. Please note that adjusting your accrual rate will result in a corresponding modification to your hourly direct pay rate.

How is my hourly rate calculated?

We reallocate a small portion of your hourly rate to fund your PTO accrual. Your specific updated rate will be provided to you individually.

When do I start accruing PTO?

You begin accruing PTO immediately upon hire, for all hours worked after that date.

Will I receive any PTO hours up front or do I need to accrue them first?

PTO hours must be accrued before they can be used. There is no upfront allocation.

Using Your PTO

How do I request to use my PTO?

To use your PTO, submit your request through Rippling. Once logged in, select the Time Off app. Then, in the top right corner, select "Schedule Time Off". Select the date and number of hours taken. If you are not using a full day of PTO, enter the dates first click the toggle for Custom Hours.

Can I use PTO before I've accrued it?

No, you can only use PTO hours that you have already accrued. You may not borrow PTO, acquire a negative balance, or use PTO that has not been accrued.

Is there a minimum number of PTO hours I can use at once?

No, you can take PTO in any increment you would like.

Can I use PTO for partial days or only full days?

Yes, you have complete flexibility to use PTO in any increment you prefer. Whether you need a few hours or a full day, there is no minimum requirement for PTO usage.

Can I cash out my PTO each pay period to earn my total compensation rate?

Yes! One of the unique features of our PTO program is the ability to "bonus yourself." You can claim PTO hours even in weeks when you've worked a full 40 hours, and the PTO payment will be added to your paycheck for that period.

Do I need to use my PTO by a certain date?

You can roll over up to 80 hours of unused PTO from year to year. Any hours exceeding the 80-hour limit at the end of the year will be automatically paid out on the first paycheck of the following year.

Is there a limit to how much PTO I can use in a year?

There is no annual limit on PTO usage. You can use all PTO hours you accrue within the year, plus any hours carried over from the previous year (up to 80 hours). The only constraint is that you cannot use more PTO than you have accrued.

What if I need time off but haven't accrued enough PTO yet?

You may request unpaid leave if you require time off before accumulating enough PTO hours. Please coordinate with your manager and HR regarding unpaid leave requests to ensure proper documentation and project planning.

PTO Balance and Payouts**How do I check my PTO balance?**

You can view your current PTO balance in Rippling. To view your balance, select the Time Off app in Rippling. You can review your total time accrued, time taken during the current calendar year, scheduled/upcoming PTO as well as weekly accrual rates.

Is there a maximum amount of PTO I can accrue?

There is no cap on how much PTO you can accrue throughout the year. However, only 80 hours can be rolled over from one year to the next. Any hours above 80 at year-end will be paid out automatically.

What happens to my PTO if I leave Technology Partners?

If you leave the company for any reason, you will receive payment for all accrued, unused PTO hours on your final paycheck.

How is PTO paid out?

PTO is paid at your current direct hourly rate at the time you use it or when it's paid out.

Is my PTO payout taxable?

Yes, PTO payouts are subject to all applicable taxes and withholdings, according to your current withholding elections in Rippling.

Special Circumstances**What if I'm on a client project that doesn't allow for time off?**

Please discuss your PTO needs with your Technology Partners account manager, who can help coordinate with the client. Remember, you can also use the "bonus yourself" option to receive PTO compensation without taking time away from the project.

Does PTO accrue during unpaid time off or periods of inactivity?

No, PTO only accrues for actual hours worked.

What if I work overtime hours?

PTO accrues for all hours worked, including overtime hours, at the same rate of 1 hour of PTO per 30 hours worked.

How does PTO work if I'm assigned to multiple projects?

Your PTO accrues based on your total hours worked across all projects.

How does PTO work with holidays?

You have two options for company holidays: you may either use accrued PTO to maintain your regular compensation during these periods, or you may take them as unpaid days. Choosing unpaid holiday time allows you to preserve your PTO balance for other uses.

Do I need to provide documentation (like a doctor's note) when using PTO for illness?

No, we do not require documentation such as doctor's notes when you use PTO for illness or medical reasons. You may request PTO for any purpose without specifying the reason.

Is there a separate sick leave policy or is all time off considered PTO?

Our PTO program is comprehensive, combining all types of leave into a single benefit. This integrated approach exceeds the requirements of standard sick leave policies in all jurisdictions where we operate. The unified system provides you with greater flexibility to manage your time off according to your personal needs.

Additional Information

How does this PTO benefit compare to industry standards?

This benefit provides flexibility that exceeds many standard PTO programs by allowing you to "bonus yourself" while maintaining your high compensation rate.

Who do I contact if I have questions not covered in this FAQ?

Please contact HR at hr@technologypartners.net with any additional questions.

Will this affect my eligibility for other benefits?

No, this PTO benefit is in addition to any other benefits you currently receive as a W2 hourly consultant.

Can PTO be used for all types of time off?

Yes, PTO can be used for vacation, illness, personal days, or any other reason you need time away from work.

What happens if I forget to log my PTO?

If you forget to log your PTO hours in Rippling, please contact our HR team at hr@technologypartners.net as soon as possible. They will assist you with entering the correct information into the system. Alternatively, you may apply the missed PTO hours to your next pay period.