

Castle Keepers Arizona Office Paid Time Off Policy:

For a business with less than 15 employees, employees are given 24 hours, or three days, of paid time off at the start of their first employment year. What is not used by the end of that year is forfeited.

For a business with less than 15 employees, employees are given 40 hours, or five days, of paid time off at the start of their second employment year and thereafter. What is not used by the end of each year is forfeited.

New employees must wait 90 days from the start of employment to use their paid time off.

Upon separation of employment, unused paid time off is not compensated.