



The PTO Commitment Pledge

Option 1: Organization Message

We recognize that rest is essential to our well-being, performance, and long-term success. Taking time off is not a luxury; it is a necessary part of sustaining our health and doing our best work.

As members of this organization, we commit to:

- Using our paid time off to rest, recharge, and tend to our personal lives
- Planning and taking time away from work without guilt
- Respecting others' time off by honoring boundaries and minimizing interruptions
- Encouraging open conversations about workload and coverage to make time off possible
- Leading by example—especially as leaders—by visibly taking and supporting time away

By taking care of ourselves, we strengthen our ability to support one another.

Option 2: Simple Employee Pledge

I commit to:

- Taking my time off without guilt
- Respecting others' time away
- Supporting a culture where rest is encouraged

Because taking time off makes me—and our workplace—stronger.

Option 3: Leadership Commitment

As a leader, I commit to:

- Actively using my own PTO and modeling healthy boundaries
- Encouraging my team to take time off regularly
- Creating space for coverage so employees can fully disconnect
- Respecting and protecting my team's time away

I understand that my actions set the tone, and I choose to lead in a way that prioritizes well-being.

