

# PTO and Holidays

## Paid Time Off and Holidays

### PTO

All Trivia Mafia employees (full or part time) accrue Paid Time Off (PTO) at the rate of **1 hour per 28 hours worked**.

Employees may use their PTO for any shift they had the reasonable expectation to work. Took a planned vacation? Site cancelled due to schedule conflict or weather? Dog ate your phone and you had to get a sub? All good reasons to use PTO!

Any PTO balance over 80 hours of banked time will be automatically added to the first paycheck of each new calendar year. If an employee leaves Trivia Mafia (either voluntarily or involuntarily), any accrued PTO will be included in the final check.

**To view your available PTO balance**, please visit your profile at [Gusto.com](https://gusto.com).

**To use PTO hours**, employees must send an email within seven days of the applicable date to [payroll@triviamafia.com](mailto:payroll@triviamafia.com).

Trivia Mafia is a Minneapolis-based company and **our PTO policies comply with the sick-and-safe policies of Minneapolis and St. Paul** (which are applicable company-wide, regardless of where an employee works). To view those policies in full, please visit these links:

- [MINNEAPOLIS POLICY](#)
- [ST. PAUL POLICY](#)

### Paid Holidays

Any Trivia Mafia employee averaging 35 hours per week or more qualifies for paid holidays. These holidays are: New Year's Day, Independence Day, Thanksgiving, the Day After Thanksgiving, Christmas Eve, Christmas Day, plus one floating holiday.

### Holidays with No Trivia

Trivia Mafia does not run any regular, public games on the following holidays: Independence Day, Thanksgiving, Christmas Eve, Christmas Day, or New Year's Eve. If a host would have had a shift on one of those days, they may use their accrued PTO by emailing

Revision #2

Created 14 August 2024 00:36:31 by Brenna Proczko

Updated 16 August 2024 19:10:09 by Brenna Proczko