1 From RUN, navigate to the **Settings** option on the left – hand side.
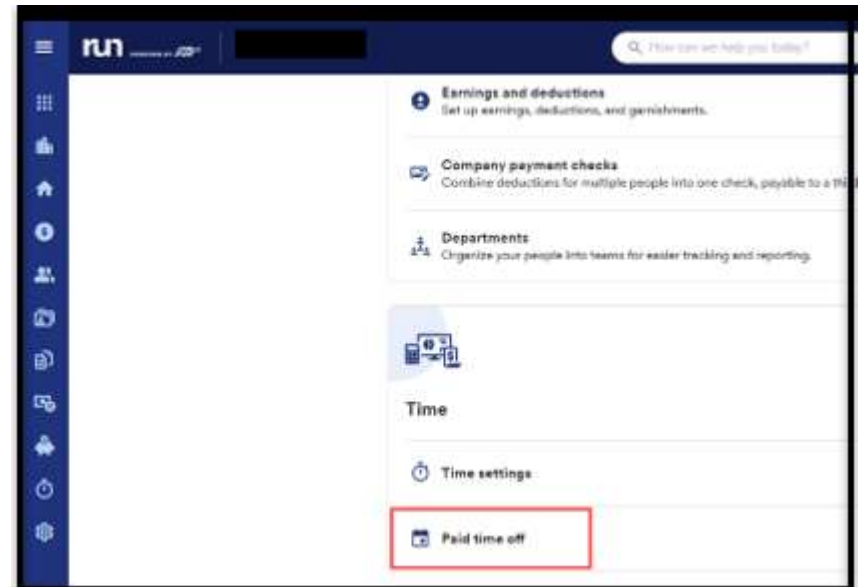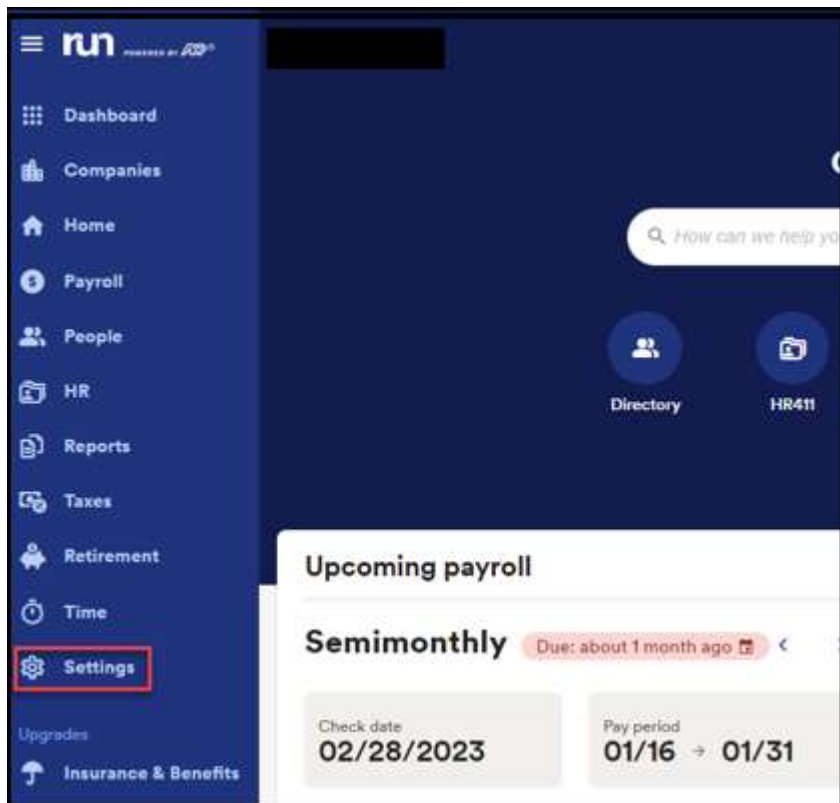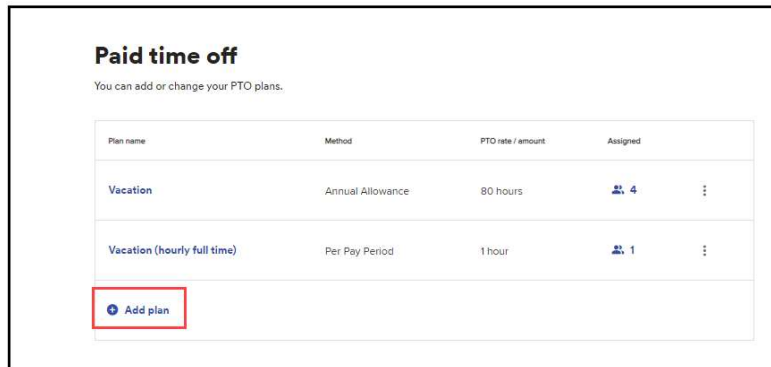
2 You will scroll down to **Time** section and select **Paid Time off**.

3 To create a custom plan, you will select **Add Plan,** then click **Add your Own.**

Paid time off

You can add or change your PTO plans.

Plan name	Method	PTO rate / amount	Assigned	
Vacation	Annual Allowance	80 hours	👥 4	⋮
Vacation (hourly full time)	Per Pay Period	1 hour	👥 1	⋮

⊕ Add plan

Let's set up your PTO plan

Paid Time Off, or PTO, lets you track time off for your employees.

ⓘ State and local laws may have specific requirements for paid sick or other leave plans. Learn more before setting up your plan.

What type of PTO plan would you like to set up?

📅 Vacation	📅 Sick
📅 Personal	⊕ Add your own

Next

4 Here we can set up two custom PTO types that are separate from Vacation, Sick and Personal. For example, a Parental leave option can be used for any new parents that need some time off. In this example, we will name our custom PTO plan Parental Leave and press **save.**

✕

What do you want to call your custom PTO type?

Parental Leave

Cancel   Save
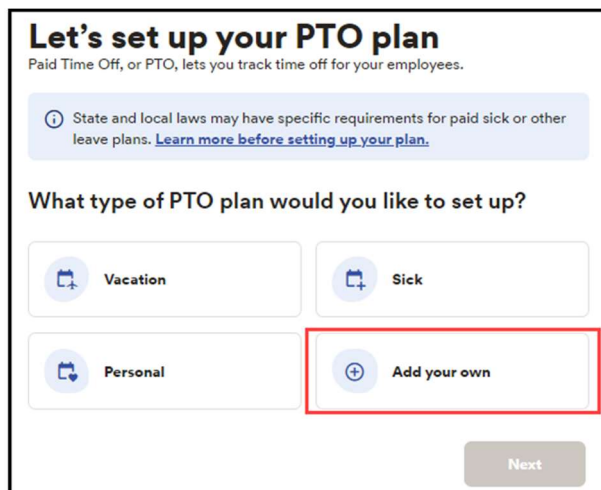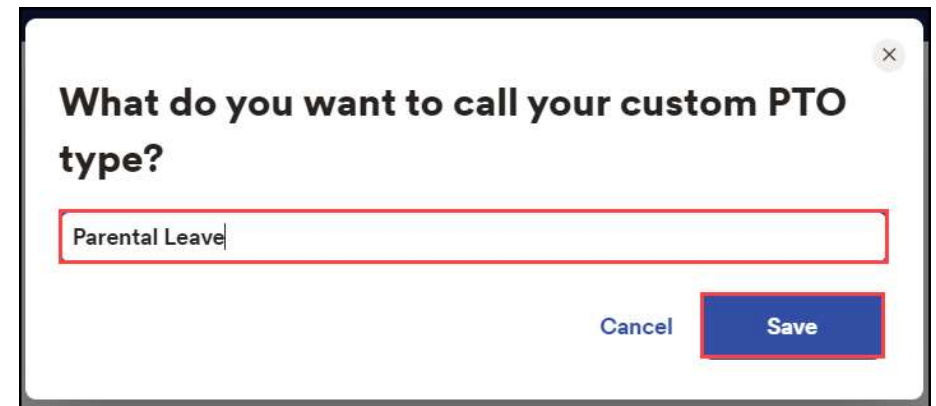
5 Once you rename your custom PTO plan and select **Next** the set up would be the same as to how you previously set up your other PTO plans.