

Employee ONLINE PTO/Vacation Request

SUPERVISOR MUST SEND COMPLETE FORM TO PAYROLL to assure PTO is paid timely/as intended.

PAYROLLS are typically final 3 days ahead of scheduled pay dates. If submitted too late, PTO will be processed on the next following pay period of the Employee. This form current as of May 2021.

EMPLOYEE SECTION

INSTRUCTIONS: A PTO REQUEST FORM IS REQUIRED REGARDLESS OF YOUR JOB TITLE/POSITION.

- COMPLETE AND SIGN THIS SECTION. YOU CAN TYPE YOUR INFO OR PRINT/COMPLETE BY HAND.
- 2 WEEKS ADVANCE NOTICE PREFERRED AND NOT MORE THAN 30 DAYS IN ADVANCE; REQUESTS ARE SUBJECT TO SUPERVISOR APPROVAL.

Print Full Name: _____ YOUR ID# _____

Total (#) PTO days: _____ FILL EACH DATE that is to be paid: _____
State in increments of .5 and full days only! If more than 5 days are to be paid as vacation, complete a 2nd form.

I'LL RETURN to full duty at my scheduled work time on _____(DATE).

- If this absence is due to a medical necessity (for self, spouse, child, etc.), call HR @ 558-5005/888-876-4344.
- All requests and approvals are subject to company policy and are void if employment ends.
- A request form must be sent to payroll for ALL PAID TIME OFF/VACATION TAKEN (including managers!).
- Holidays that fall during this period DO NOT count against PTO allowance.
- For departments with "scheduled days off" (i.e. sales), scheduled days off do NOT occur during PTO.

IMPORTANT! If you are a sales person, technician, or service advisor and experienced FMLA during the prior year (100% commission-paid at any point during prior year), use this box to alert Payroll: YES I HAD FMLA or N/A:

EMPLOYEE SIGNATURE or TYPE TO SIGN:

Date:

SUBMIT THIS PAGE AND YOUR MOST RECENT PAY STATEMENT TO YOUR SUPERVISOR WITHIN 30 DAYS OF INTENDED FIRST DAY OF PTO FOR CONSIDERATION

>ONCE THE ABOVE IS FILLED IN, PRINT AND GIVE IT TO YOUR MANAGER with the current copy of your Pay Statement<

Manager Section

- View most recent Pay Statement provided by the Employee to verify "PTO AVAILABLE" is in line with dates requested.
- Once you see/confirm PTO Hours Available on Pay Statement, return the Statement to Employee or shred it.
- Read the POLICY to be sure this request complies with Ancira Rules for PTO. Payroll updates Statement's PTO Balances monthly.

NOTICE to APPROVING SUPERVISOR/MANAGER:

You are responsible to verify the request complies with Company Policy and PTO is available. Errors can be charged back to you.

Don't request GM signature until you've verified it's compliant. Only proceed if you are APPROVING the above request.

CASH-HANDLING/SUPERVISOR/MANAGER POSITIONS have an annual of 5-Day Consecutive Rule it's your duty to enforce uniformly.

MANAGER SIGNATURE _____ DATE Payroll should PAY (must be a future payroll date within 30 days) _____ TODAY'S DATE _____

IF THIS IS A DUPLICATE OF A PREVIOUSLY SUBMITTED FORM, [] <check here to alert Payroll & reduce risk of PAY ERRORS!>

GM Approval (use blue ink):

Your Store Code:

Date:

Once the above sections are complete and GM has signed, SUPERVISOR FOLLOW THESE INSTRUCTIONS:

- Scan the completed PTO approval to your email as a PDF document. SAVE AS by EE Name or EEID# in your Documents Folder so you will easily identify it. Once you've done that, you may save the hardcopy in a personal "PTO Reference File" or shred it. To inform Payroll of Absence: Submit Absence Reporter 1st date out.
- On first day Employee is out on PTO, submit your Absence Reporter for the approved PTO Absence and upload this completed form with it. When you do so, you will NOT need to forward this form to Payroll as a hardcopy. You have your copy as a PDF and Payroll relies on Absence Reporter and the PDF copy to work from.

Note: Company policy requires ALL ABSENCES for ALL REASONS to be submitted via Absence Reporter

Payroll Use Only

Employee is eligible for _____ TOTAL PTO HOURS FOR THIS YEAR. EMPLOYEE has taken _____ HOURS THIS YEAR.

_____ (#) days PTO will be PAID ON: _____/_____/_____ for PERIOD ENDING: _____/_____/_____

Hourly: _____ Hours x _____ Per Hour x _____ Days = \$ _____

TECH/SALES: _____ ÷ 52 WEEKS = _____/WEEK (do not count prior year FMLA weeks in average)

Commission Flag Technicians and Commission Sales pay is based upon prior year earnings divided by 52 weeks.

SALARIED/DEPT COMM: Pay regular pay, but through assigned earning category and for specific pay period as PTO Absence.

PROCESSED BY: (PRINT) _____ DATE: _____