

Requesting Time Off

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Requesting Time Off Video: [Click Here](#)

Holidays/PTO/Leave of Absence Guidelines

HOLIDAYS/PTO/LEAVE OF ABSENCE

- Holidays
 - 6 paid holidays per year
- Paid Time Off (PTO)
 - PTO is accrued based on hours earned
 - 24 hours PTO max can be rolled over into new year, must be used by Mar. 31 of following year
 - Vacation (PTO) requests are to be submitted in Paylocity (2 weeks prior to requested time)
 - Requests off are that - a request off, this does not guarantee approval
 - Excessive requests during time periods of business needs or too many during a specific time period - seniority will take precedence
- Funeral Leave, Military Leave, Jury Duty, Voting Leave can be located in employee handbook
- Family Medical Leave of Absence (FMLA)
 - Entitles eligible employees of covered employers to take unpaid, job-protected leave, up to 12 weeks per year, for specified family and/or medical reasons with continuation of insurance coverage
 - Employee must have worked for employer at least 12 months and 1,250 hours over the past 12 months

Holidays

