

# Paid Time Off Request

P-R-I-N-T Employee Name \_\_\_\_\_

P-R-I-N-T Participant Name \_\_\_\_\_

Pay Period Start Date	Pay Period End Date	Total PTO Hours Requested
____/____/20____	____/____/20____	_____

\*Signatures are required for payment:

Employee \_\_\_\_\_ Date \_\_\_\_\_

Participant Employer/Managing Party \_\_\_\_\_ Date \_\_\_\_\_

\*Upon termination of employment, qualified PTO may be used without signature

## PTO Frequently Asked Questions

### How is Paid Time Off Calculated and when do hours become qualified for use?

Employees working under CDCS and CSG programs earn 1 hour of PTO for every 40 hours worked (Eff. 07/01/19)

### What is my PTO Balance?

Accrued Balance and PTO Used Balances are located on your paycheck stub or Direct Deposit stub.

### Who approves Paid Time Off Requests?

The Union Agreement states that workers "must obtain the express consent of his or her participant/client in order to use PTO." This means that workers cannot take their PTO without the permission of the participant they work for and the request must be signed by the employee and the Participant Representative.

### Can I turn in PTO hours in addition to the hours worked?

Employees can turn in PTO hours above and beyond hours worked, however, they do not count toward overtime.

### When and how am I paid for my PTO hours? When do I submit my request for PTO.

You will receive a separate Direct Deposit and stub for PTO hours approved according to the payroll schedule. Request for PTO needs to be submitted with your regular timesheet submission schedule.

### What if I work with multiple clients?

PTO balances are accruals are listed on your pay stub and tracked separately by each Participant Employer you work for. If you work for two clients with two separate employer numbers, your PTO will be tracked separately on your two corresponding stubs.

### What if I work for multiple FMS agencies?

Each PTO account is managed separately

### How many PTO hours can I accumulate?

Employees are allowed to carry over up to 80 hours of unused PTO each July 1st. Any PTO that you want to use for this year needs to be submitted by June 15, 2021.

### What happens to my PTO when I stop working?

If an employee discontinues working for a participant, it is the **Employee's responsibility** to submit a PTO form for any qualified PTO balance within 14 days of last day worked.

## Options for Submitting Your PTO Requests

Toll Free Fax: 1-888-400-3238 Mail: Consumer Directions

E-Mail: [Payroll@yourfse.com](mailto:Payroll@yourfse.com)

PO Box 6128

Questions: Call your CDI Contact

Saint Cloud, MN 56302