

Premere Rehab

Steps to Follow to Receive PTO Cash Out

- Print out and complete a PTO Cash Out Request form which is page 2 of this document. It can also be found under section 4 of the FORMS tab on the Employee Springboard.
- Turn completed PTO Cash Out form within the first 2 weeks of May or the first 2 weeks of November.
- Once your form is verified according to the policy, payroll will process the payout on the second check of either May or November.

Forms turned in late will not be processed and will be thrown away. A new request will need to be fill out during the time indicated above.

Please refer to the Section 4.06.01 (Compensation, Payroll & Benefits) of the Employee Handbook for detailed information about the PTO Cash Out policy. You can also contact the payroll & benefits department for further information.

**Fax to Payroll at 866-895-9054
Premere Rehab**

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PTO CASH OUT REQUEST FORM

Name: _____ Position: _____

Submit signed request form within the first two weeks of May or November. Requests received late will not be processed.

I request the following PTO hours to be paid out to me in accordance to the PTO Cash Out Policy

- I request 8 hours of PTO Cash Out
- I request 16 hours of PTO Cash Out
- I request 32 hours of PTO Cash Out
- I request 40 hours of PTO Cash Out
- I request _____ hours of PTO Cash Out

I agree that should my employment be discontinued for any reason within 90 days after payout of PTO the hours paid will be considered part of the 50% payout according to the PTO policy.

Employee Signature

Date

Payroll use only (checklist)

_____ PTO Balance – Must have balance of 80 hours after requested hours are deducted

_____ Hire Date – Must be equal to or greater than 2 years

_____ Not in resignation period

_____ Date Paid

Form updated 1/1/09