

## EMPLOYEE PAID TIME OFF REQUEST FORM

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Number: \_\_\_\_\_

Location Number: \_\_\_\_\_

### FOR COMPANY USE ONLY

<u>Dates</u>	<u>Total Hours</u>	<u>Reason for Absence</u>	<u>Paid</u>	<u>Unpaid</u>	<u>Excused</u>	<u>Unexcused</u>	<u>Comments</u>

In the event I receive paid time off ("PTO") in advance of earning it and my employment is terminated before I earn such PTO, by signing below I (a) authorize LKQ Corporation or its subsidiaries ("LKQ") to deduct from my final paycheck (to the extent permitted by law) any PTO I received in advance of earning it; and (b) agree to pay LKQ for the balance of the unearned PTO that I received if my final paycheck is not used or is insufficient to cover the unearned PTO that I received. I understand that my request for PTO is subject to the terms and conditions of LKQ's PTO Policy effective January 1, 2010.

Employee Signature: \_\_\_\_\_ Supervisor Signature: \_\_\_\_\_

\_\_\_ Check here if this modifies or cancels a previous request. If so, please list dates this form is replacing: \_\_\_\_\_

# **Paid Time Off Request Form**

**Elizabeth W. Woodcock, Bette A. Warn**

## **Paid Time Off Request Form:**

**How to Hire & Retain Your Household Help** Guy Maddalone, 2004      **The Everything HR Kit** John Putzier, David J. Baker, 2011 What's that you don't have an HR department Or you ARE the HR department This is the one stop resource you've been looking for

**How to Hire a Nanny** Guy Maddalone, 2012-06-01 For more than 25 years Guy Maddalone and his company GTM Household Employment Experts have assisted countless families with finding the right help to meet their needs In How to Hire a Nanny Guy passes on the same invaluable advice he's given to his clients Readers will find information on how to hire manage and retain household employees as well as sample interview questions offer letters and job descriptions This new edition will feature updated information on employment laws and the best practices for finding help online

**Operating Policies and Procedures Manual for Medical Practices** Elizabeth W. Woodcock, Bette A. Warn, 2006 This popular bestseller is an easy to use manual complete with customizable medical office policies Covering more than 100 of today's most pressing events this manual helps practice administrators and managers set procedures and policies for managing operational financial and risk issues as well as personnel disaster planning and exposure control

**Time and Attendance Reporting--civilian Pay System** United States. Department of the Air Force, 1986      **The Essential Guide to Family & Medical Leave** Lisa Guerin, Deborah C. England, 2021-06-11 What you need to know about the FMLA whether your workers are on site or remote The federal Family and Medical Leave Act FMLA helps employees balance the demands of work and family But the law can be hard for employers to apply in the real world especially when it comes to tracking intermittent leave completing the proper paperwork and determining eligibility for different types of leave This book has the answers in plain English to every employer's tough questions about the FMLA It provides detailed information sample forms and tools that will help you and your managers figure out who is eligible for leave what types of leave are covered how much leave employees may take and how to comply with notice and other paperwork requirements The 6th edition covers all of the latest changes to the FMLA including those related to the COVID 19 pandemic as well as changes to state family and medical leave laws With Downloadable Forms download an FMLA policy notice forms certification forms checklists and more details inside

**The Cost of Being Sick** United States. Congress. Senate. Committee on Health, Education, Labor, and Pensions. Subcommittee on Children and Families, 2010      **Group Practice Personnel Policies Manual** Courtney Price, PhD, 1997      **HR How To** Robyn J. McCain, Susan Cumming, 2003-01-01 CCH KnowledgePoint Essential HR Solutions t p

**In the Middle Second Edition** Kelly Lynn Cronin, 2017-04-17 This is a guide for veterinary middle management It covers human resources motivation training scheduling clinic maintenance inventory management and obtaining a management role It has valuable templates for management use such as training levels orientation programs and employee tracking forms

**Decisions and Orders of the National Labor Relations Board Employment Discrimination Depositions** Anthony J. United States. National Labor Relations Board, 2013

Oncidi,2014-08-01 1 Looseleaf Volume Forms Index Updated Annually      **California Employment Law (2nd Ed.)** Douglas J. Farmer, Attorney,2017-05-01 The most comprehensive and easy to read reference on the market today Now used by thousands of human resources executives in house counsel business owners and employment lawyers across the United States this comprehensive guide addresses the latest legal rules and best practices to avoid liability in the California workplace Comes complete with the latest California forms checklists and compliance tools For recent changes to the law go to [www.EmploymentLawPublishers.com](http://www.EmploymentLawPublishers.com) for free legal updates between editions with your purchase      *The Everything Human Resource Management Book* Sharon Anne Waldrop,2008-05-01 Find the best people Interview candidates Understand labor laws Create policies Write reviews The list of HR duties you must perform for your business can seem overwhelming Luckily *The Everything Human Resource Management Book* takes you through all the important HR steps from finding the right people to getting them in the door and on the job This important resource covers how to Write job descriptions that attract the right candidates Identify the benefits people want most Take care of an injured worker Plan and present useful performance evaluations Deal with difficult employees Hire and fire staff Whether you are just starting out or have been in business for years *The Everything Human Resource Management Book* is your perfect HR assistant      *How to Sue in Virginia Small Claims Court* R. M. Goolrick,2009      *Hospitality Management, Strategy and Operations* Lynn Van der Wagen,Anne Goonetilleke,2015-05-20 Hospitality Management 3e covers the core competency units in SIT07 Tourism Hospitality and Events Training Package for the Diploma and Advanced Diploma in Hospitality Management It provides the foundation knowledge needed for the role of a hospitality manager The 3rd edition continues to combine theory with a skills building approach to explain the key principles of hospitality management at a supervisory line management and senior management level The text helps students develop the professional skills necessary to ensure quality products and services in all hospitality operations      **Standard Operating Procedures and Guidelines** John Lee Cook,1998 Every organization needs a set of rules to govern its members This book will help your department overcome the mystique and misunderstanding of SOPs Features benefits Provides an outline for developing and implementing SOPs A collection of sample operating procedures for a wide range of fire department activities Includes sample SOPs forms reports schedules lists and worksheets      **Labor Arbitration Reports** ,2004      **Code of Federal Regulations, Title 29, Labor, Pt. 500-899, Revised as of July 1, 2009** ,2009-09-04      **Newgent V. Modine Manufacturing Company** ,1973

## Whispering the Secrets of Language: An Mental Journey through **Paid Time Off Request Form**

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