



BTK Rush Paid Time Off (PTO) Guide

This guide explains how to request and use Paid Time Off (PTO). Employees are responsible for requesting leave correctly and ensuring they have enough PTO available before requesting payment.

General PTO Rules

- PTO may only be used as either Paid Leave or Paid Sick Leave.
- You must have at least 10 hours of available PTO for each day you want to be paid.
- All PTO requests must first be approved by management before submitting the PTO request in ADP.
- Once your leave has been approved, you are responsible for entering the PTO request in ADP so payroll can process payment.
- Whenever possible, provide at least 7 days' advance notice for any planned absence.

Who Approves PTO?

Approver	When
Desiree	All scheduled PTO requests and last-minute requests Monday through Thursday in Sling App.
Trenisha	Last-minute requests Friday through Sunday in Sling App.
Tina	Approves PTO payment requests in ADP after a manager has approved the leave.

Paid Leave (Vacation/Personal Time)

- Request at least 7 days in advance in the Sling app.
- After manager approval, submit the PTO request in ADP.
- Verify you have at least 10 hours of PTO available (check your ADP pay statement).
- If you are already scheduled to work, you are responsible for finding an approved shift swap or replacement if required by management.
- Paid Leave requests are generally not approved during Prime and Peak operations (typically June/July and October through December), although dates may change based on business needs.
- If you do not report to work without approved Paid Leave, attendance points will apply. Failure to report or notify the company may be considered a No Call/No Show. Two consecutive No Call/No Shows may be treated as a voluntary resignation.

Paid Sick Leave

- Notify the company as soon as possible in accordance with the Attendance Policy. Unless you are physically unable, notification should be made no later than 12:00 p.m. the day before your scheduled shift whenever the need for leave is foreseeable.
- Clearly state that you are requesting Paid Sick Leave.
- After the absence is approved, submit the PTO request in ADP to receive PTO pay.
- If you have at least 10 hours of PTO available, your absence will generally be excused.
- If you do not have enough PTO available, you may be required to provide medical documentation before your next scheduled shift. Without adequate documentation, attendance points may apply.
- If you call after your scheduled start time or fail to follow the Attendance Policy, attendance points may apply even if you are sick.



Examples

Planned doctor's appointment→ Schedule around your work schedule when possible or Request Paid Sick Leave at least 7 days in advance in Sling→obtain manager approval→submit PTO request in ADP.

Wake up sick→make sure you have at least 10 hours of PTO available→Contact dispatch in Sling app before your shift begins→state you are using Paid Sick Leave→submit PTO request in ADP.

Employee acknowledgment

I acknowledge that I have received, read, and understand the BTK Rush Paid Time Off (PTO) Guide. I understand that it is my responsibility to follow these procedures when requesting Paid Leave or Paid Sick Leave. I understand that this guide supplements, but does not replace, the Employee Handbook or Attendance Policy.

Employee Name: _____

Employee Signature: _____

Date: _____