

BTK Rush PTO Guide

- PTO must be requested as either **Paid Leave** or **Paid Sick Leave**.
- AND you must have a minimum **10 hours of PTO** available per day of use.
- If you are planning on using one of the leaves, you need to give 7 days advance notice (wherever foreseeable in paid sick leave situations), and let us know which leave you are taking, as well as making sure you have enough PTO to cover.

Who Can Approve PTO?

Desiree – for all requests in advance and last minute requests Mondays – Thursdays

Trenisha (dispatch phone) – Fridays, Saturdays, Sundays last minute requests

Tina approves all ADP PTO payout requests after the leave has first been approved by a manager

Paid Leave	Paid Sick Leave
<p>Needs to be requested & approved at least 7 days in advance. (request day in Sling app schedule, if approved, you will also need to put the PTO request into ADP to get paid for the day).</p> <p>Confirm you have enough PTO, this can be found by looking up most recent check stub in ADP.</p>	<p>Needs to be requested & approved at least 7 days in advance unless you are incapacitated in the hospital or physically unable to call in accordance with the Attendance Policy (meaning letting us know by 12pm the day before your shift).</p> <p>You must clearly state you are using Paid Sick Leave and confirm you have enough PTO to cover the day. This needs to be done according to our attendance policy which means by 12pm the day before the shift you need off. Once accepted, submit the PTO request into ADP in order to be paid for the day.</p>
<p>If the date is already scheduled in Sling, you must find a replacement/swap for the day of work.</p>	<p>Example: you have a doctor's appointment or medical procedure, this is something that needs to be scheduled and requested 7 days in advance in the Sling app.</p>
<p>If you don't have at least 10 hours of PTO per day requested available you can still request the day off but must have a replacement/swap for the day of work.</p> <p><i>Paid Leave requests will not be accepted during Prime and Peak times of the year which are typically each July and also October – December. These dates can change at any time.</i></p>	<p>If you do not have at least 10 hours of PTO to use for the day, you must supply us with medical documentation before your next day of work or this will count as attendance points.</p>
<p>If Paid Leave is not requested in advance, don't have adequate PTO to cover the days, and don't come to work on the days, attendance points will be given and this will be recorded as a No Call No Show. Two Consecutive days of No Call No Show will be accepted as your voluntary resignation.</p>	<p>Example: You wake up for work and you're sick, you need to advise dispatch before the start of the shift that you intend to use Paid Sick Leave and have at least 10 hours PTO to use and the absence is excused.</p> <p>If you call in sick and don't have adequate PTO to use, or the start of the shift has already passed you will receive attendance points.</p>