

Employee PTO/Vacation Request & Notice to Payroll

Complete this form, collect required signatures, and SUPERVISOR MUST SEND TO PAYROLL in advance of vacation.

EMPLOYEE SECTION

Print Full Name: _____ YOUR ID# _____

Total (#) PTO days: _____ WRITE EACH DATE that is to be paid: _____
(If more than 5 days are to be paid as vacation, complete a 2nd form)

I'LL RETURN to full duty at my scheduled work time on _____ (DATE).

- If this absence is due to a medical necessity, call HR @ 558-5005/888-876-4344
- All requests and approvals are subject to company policy and are void if employment ends.
- A request form must be sent to payroll for ALL PAID TIME OFF/VACATION TAKEN (including managers!).
- Holidays and "scheduled days off" that fall during this period DO NOT count against PTO allowance.

INSTRUCTIONS:

- COMPLETE AND SIGN THIS SECTION
- ATTACH A COPY OF YOUR MOST RECENT PAYCHECK VOUCHER (the page you receive showing what was direct deposited)
- GIVE TO YOUR SUPERVISOR/MANAGER FOR CONSIDERATION (2 WEEKS - 30 DAYS ADVANCE NOTICE PREFERRED).
- ENJOY YOURSELF ☺

EMPLOYEE SIGNATURE: _____ Date: _____

Manager Section:

- Sign in BLUE INK (this reduces the risk of duplicating an authorization).
- Employee has attached most recent PAY VOUCHER so you can verify "PTO AVAILABLE".
- You're the manager! Read the POLICY to be sure this request complies with what is required.

- SALES POSITIONS: Are there dates that fall within this request period that are "scheduled days off" and won't count against PTO/Vacation? If so: _____ <Payroll: don't count this date as "PTO/Vacation"
 - CASH-HANDLING/SUPERVISORY/MANAGEMENT POSITIONS: Have you reviewed this request in light of 5-Day Consecutive Policy?
- On what DATE is this to be PAID by PAYROLL ADMINISTRATOR? _____ / _____ / _____ (must be a future payroll date)
 NOTE: Errors can be charged back to the acting manager. Don't submit this to your GM until you've verified it's compliant.

* _____
 MANAGER SIGNATURE (*read bottom of this page) PRINT YOUR NAME TODAY'S DATE

IF THIS IS A DUPLICATE OF A LOST FORM, []CHECK HERE to reduce risk of a PAYMENT ERROR!

General Manager Approval: _____ Date: _____

GM- If you're approving a rare but necessary EXCEPTION TO POLICY, please note your conditions:

Manager/Supervisor: Once the above sections are complete and GM has signed, forward to your centralized payroll office.

Payroll Verification Section

Payroll Use Only	EMPLOYEE is eligible for _____ TOTAL FOR THE YEAR. EMPLOYEE has taken _____ ALREADY FOR THE YEAR.
	_____ (#) days vacation WILL BE PAID ON: _____ for PERIOD ENDING: _____
	HOURLY: _____ Hours x _____ Per Hour x _____ Days = \$ _____
	TECHS/SALES: _____ ÷ 52 WEEKS = _____ / WEEK. Commission Flag Technicians and Commission Sales pay is based upon prior year earnings divided by 52 weeks.
	SALARIED: Pay regular salary, but through assigned earning category and for specific pay period.
PROCESSED BY: _____ DATE: _____ Payroll Processor PRINT YOUR NAME	

*If documents were not previously filed by management or recorded by Payroll, it will not be accurately reflected in ReyRey. Payroll conducts a final, manual verification using the actual employee file, but if you notice any discrepancies when completing this form, please call Central Payroll at (210) 231-4417.

• **VACATION / PAID TIME OFF**

When requesting PAID TIME OFF, you are EXPECTED to be gone; to ENJOY yourself. Time away from work is a recognized value to your productivity and creativity. Paid Time Off (PTO) allowance is not classified as compensation or wages. It is not an accrued benefit. It is simply an excused period of absence during which time normal pay is not interrupted. Pay Advances and similar use of Paid Time Off is DISCOURAGED.

Question 1: When is Paid Time Off available?

Answer: After 12 months active, full-time employment, you become eligible for 5 days PAID TIME OFF. Ernesto Ancira, the owner, encourages you to take the 5 days off to recharge your batteries and enjoy yourself. After the next January following your 12-month anniversary date (full-time/active), you are eligible for 10 days PAID TIME OFF. Then, after your 10-year anniversary date (full-time/active), you are eligible for 15 days PAID TIME OFF.

Q2: How do I use Paid Time Off?

A: All Cash-Handling, Supervisory, and Management Positions are required to take 5-days consecutive OFF. This could be a Wed, Thu, Fri, Sat (normal non-working day), and Sun (normal non-working day) or literally 5-days PAID TIME OFF (Mon-Fri, for example). During the time away, another employee/manager may be designated to fill your role.

Non cash-handling positions (for example, Sales Person, Painter, or Mechanic) may take their PAID TIME OFF intermittently, but still remember, you are encouraged to take a good length of time OFF and AWAY FROM THE DEALERSHIP to recharge your batteries. Use the time you have to spend with your family and friends and forget about work for a while! Management may require an employee to take 5-days-consecutive for any position as s/he deems appropriate.

PAID TIME OFF is intended to be used for any absence needs other than personal illness. If you have a personal illness that extends longer than 5 days and you have unused PAID TIME OFF available, your absence will begin being administered as PAID TIME OFF (retroactively).

Taking more than 5 days PAID TIME OFF at once is discouraged and should only be done with the approval of the Store's General Manager AND a Corporate Officer.

To request PAID TIME OFF, use the Form provided at www.ancira.org > Forms & Reference > Paid Time Off or request the form from your manager.

Q3: Why is there a "5-Day-Straight" rule?

A: The 5-Day-Consecutive rule resulted from recommendations made by our auditors. They analyze our business procedures and make recommendations based upon what they see other large companies are doing. It makes good business sense. If you are in a cash-handling, supervisor, or management position and neglect to use your PAID TIME OFF in accordance with this policy, you will still have to comply -- **even if it means taking some UNPAID time off.**

Q4: How does PAID TIME OFF accrue?

A: PAID TIME OFF is NOT an "accrued" benefit. It is simply an allowance of EXCUSED TIME AWAY FROM WORK IN WHICH NORMAL PAY CONTINUES while you are employed. As such, you're not due payment if you quit or are dismissed. The allowance for Paid Time Off is as follows: 5 days after year 1 anniversary date; 10 days starting January of year 2 and annually thru year 9; and total of 15 days upon your 10 year anniversary date and each year after. Absence of more than 5 days for vacation or similar "PTO" at one time is heartily discouraged because of the burden it causes to the department.

Q5: When can I take PAID TIME OFF?

A: When you meet the eligibility points outlined above. When possible, your timing should be considerate of your peers and business demands (often times, holidays are our most busy – **remember our FIRST PRIORITY is to MEET OUR CUSTOMERS NEEDS!**). "Scheduled" days off (such as with sales) should NOT be used as an extension of your PAID TIME OFF absence unless pre-approved by your general manager (SEE FIRST PRIORITY).

SPECIAL POINTS

- PAID TIME OFF allowance can't be carried over from one year to the next —SO PLAN AHEAD©
- Holidays in which your department is closed will not be counted against your PTO allowance. Birthday Bonus is separate from the PTO program. See "Holiday Pay" on page 14 and "Birthday Bonus" on page 16.
- **Due to business demands, NO time-off is allowed for ANY Departments during the last week of the year unless approved by Ancira Enterprises, Inc. (corporate officer). Plan accordingly.**
- Seek manager's approval with 30 days notice when foreseen. **The department manager has complete discretion in approving or denying time off – whether "paid" or "unpaid". Restrictions can be due to specific times during the year, specific job titles, a marketing campaign, or otherwise.**
- **10-Yr Plus, NON-MANAGEMENT Employees** may elect to have up to 5 days of PTO as an extra paycheck rather than an actual work absence at any point during the year. If you would like to take this option, please see your supervisor. The request is subject to final approval by the general manager and other management and is dependent on a variety of factors.