



Hourly Employee PTO Requests

Made in KC is proud to offer all hourly employees Paid Time Off (PTO) which is accrued every time you work. PTO is intended to compensate you for planned absences and cannot be used to cover an existing shift that you incidentally miss. However, PTO can be used for sick leave. Below are the steps you need to take to request PTO:

1. Log into PayEntry (my.payentry.com) to look up your current accrued PTO hours. Neither Christine nor your manager are able to look up your hours for you.
2. Email your manager the following information:
 - a. Number of hours you would like to redeem
 - b. Which pay period you would like it to redeem your PTO pay

Rules to Note:

- Accrual Rate: .0347 hours of PTO per hour worked
- PTO needs to be requested two weeks ahead of time, allowing your manager ample time to ensure scheduling needs are met. If you do not provide 2 weeks' notice, your PTO request may be denied.
- You cannot request more hours of PTO than have been accrued at the time of your request.
- PTO requests combined with hours worked cannot exceed overtime.
- Managers can deny PTO requests and/ or adjust the dates requested.
- PTO cannot be transferred to another employee.
- PTO is not paid out and cannot be used after notice is given of your intent to leave the company.
- Accrued hours capped at 64 hours.
- Once 64 hours of PTO is accrued, you will no longer accrue and add to your balance until PTO is taken.
- No reset, unused hours will roll from year to year.