



Paid Time Off (PTO) Request

Instructions: Employee completes this form and submits to Authorized Party/Support Manager for approval. Send completed form to Lifeworks via one of the following methods:

Fax: 651-454-2773

Email: EVVtimesupport@lifeworks.org

Mail: 6636 Cedar Ave S., Ste 250, Richfield, MN 55423

Employee Information	
Employee Name	Employee Id #
Participant Name	Date of Request
Dates of PTO – PTO must be used in 15-minute increments (<i>EXAMPLE 4.25, 4.5, or 4.75</i>)	
Date	Number of Hours
Total Hours Requested	
Signatures	
Employee Signature	Date
Support Manager Signature	Date

Paid Time Off (PTO) Policy

- An Individual Provider (Employee) shall accrue one (1) hour of paid time off for every thirty (30) hours worked in covered programs, with accrual effective as of October 1, 2021.
- An Individual Provider (Employee) may carry over up to eighty (80) hours of PTO from one state fiscal year to the next, (July 1 – June 30).
- Employees must use PTO in 15 minutes increments.
- Employee must complete Paid Time Off Request Form and submit to Authorized Party/Support Manager prior to taking time off.
- Requests will be processed with the next payroll run based on date of receipt.
- PTO available balance will be printed on Employee's pay stub.
- Employee will be paid only for hours accrued, as reported on pay stub. Hours that exceed available PTO balance will be treated as unpaid time-off.

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6636 Cedar Ave S, Suite 250, Richfield, MN 55423 | 866-454-2732

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This information can be provided in an alternative format upon request.