

Vacation / PTO Request

Dana Kepner Company, Inc.

Western Industrial Supply, LLC.



Employee Name:

Branch Location:

Supervisors Name:

Supervisors Title:

Request Process

1. Employee fills out the request
2. Supervisor approves/disapproves the request
3. Supervisor forwards original to Human Resources
4. HR returns a copy to the employee and original to Payroll

First Request

First Day: through

Last Day:

I request this leave to be:

Paid from Vacation Balance

Paid from PTO Balance

Unpaid (Requires President
Signature)

Comments:

Second Request

First Day: through

Last Day:

I request this leave to be:

Paid from Vacation Balance

Paid from PTO Balance

Unpaid (Requires President
Signature)

Comments:

By typing your name in the box below, you agree that this constitutes a legal signature.

Employee Signature Date

Approved

Not Approved

Supervisor Signature Date

Comments:

President (if required) Date

Human Resources Date

Paid vacation time can be used in minimum increments of 4 hours. To take vacation, employees must request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including business needs, vacation time balance and staffing requirements.

Vacation time off is paid at the employee's base pay rate at the time vacation is taken. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available vacation is not used by the end of the benefit year, employees may carry a maximum of 30 days (240 hrs.) unused time forward to the next benefit year.

Vacation time is not interchangeable with personal time. Vacation time cannot be extended by the use of personal time. In order to ensure proper staffing during peak time periods, limitations on the number of days taken at one time may be imposed. Current restrictions are as follows:

Colorado, Texas, Wyoming and Montana 5 days – 4/1 through 9/30

Arizona 5 days – 10/1 through 3/31