Paid Days Off

1. The plan has a **qualifying period** of 250 hours of employment which must be met. The 250 hours of the qualifying period do not accrue for Pay Days Off (PDO). Hours worked after the 250 hours qualifying period will begin accruing towards a PDO.

2. PDOs are paid out in 4 hour or 8 hour increments. After the qualifying period has been met, you will earn an 8 hour PDO after working 250 hours or you may take a 4 hour PDO after 125 hours.

3. PDOs may be taken anytime after you have met eligibility. PDOs are calculated using the pay rate from your current assignment. If you are not currently on assignment, PDO will be calculated using the pay rate from your most recent assignment.

4. Payment for a PDO will be processed on regular Claim Net payday and will appear as vacation wages on your paycheck. *A PDO request form must be received in our Claim Net office the Friday before payroll checks are issued* in order for it to be included in that payroll.

5. No monetary reimbursement for partially accrued PDO hours will occur unless a letter of resignation is received or you are terminated by Claim Net. If a resignation or termination has occurred and you are later reinstated, you must again accrue the qualifying period of 250 hours

PAID DAY OFF REQUEST FORM

Name: _____ Employee No: _____

Current or Most Recent Client Assignment: _____

Phone # for Day Contact: (____) _____

Date(s) Requested: _____ or Week Ending Date: _____

Total Hours Requested _____ (must be in 4 or 8 hour increments)

_____ _____

Employee Signature Date

NOTE: **DO NOT** include PDO hours with hours worked on your time sheet!

Revised 1/99