HOW TO USE PAID TIME OFF (PTO)

WHO: All full-time employees.

WHAT:
Paid time off (PTO) is provided as a Rock The House employee benefit. PTO is received by position (your rank and how long you've been here) or by circumstance (i.e. bereavement, maternity/paternity, etc) – See Full-Time Hourly Employee PTO Program Memo and Maternity and Paternity Leave Memo. PTO also encompasses approved vacation/personal days, sick days, and family/medical leave. While all days may be requested off, paid time off is available during regular businesss hours Monday – Friday and excludes staffed events. For more information on how much eligible PTO you have accrued, please see your supervisor.

WHEN:
PTO requests will be approved or denied in no more than 7 business days after submission except if after the November 15 deadline (see Full-Time Hourly Employee PTO Program Memo), then it is subject to extended consideration or automatic denial. For circumstancial time off/sudden illness, your supervisor will work with you to approve time off as soon as possible.

WHERE:
All PTO requests are tracked and approved/denied in RTHLive, paid out in Quickbooks, and added to payroll per relevant check.

WHY:
To confirm PTO usage and approval.

HOW:
Employees sign into rthlive: www.rthlive.com. On the "Employee Menu" left hand dropdown, choose "Time Off." Choose the dates you are requesting off and enter the following into the comment box:

- PTO + (*List Amt of Hours Requested per Day)* (4 hr minimum / 8 hr maximum) – Any additional info to be taken into consideration for the request

An email will be sent to your supervisor to review the request and you will receive a confirmation email with an approval/denial.

All PTO requests are first come, first approved. Blackout dates, sold out dates, and holidays (See Holiday List for details) will be taken into consideration.

If a time off request is denied, you can resubmit a separate request for review.

If a PTO day needs retracted, send an email to hr@rthgroup.com and this will be removed from RTHLive.