Paid Time Off (PTO) Request (App)

Paid Time Off (PTO) request allows employees to schedule time away from work. This document provides instructions on how to request paid time off (PTO) in the mobile app. PTO can be used for any approved reasons: sick days, vacation, emergency, and personal time off. Please note PTO may not be taken in the final three weeks of the contract unless approved by Site Supervisor and Shearwater Health. PTO cannot be cashed out prior to the last day of the Employment Terms.

Requesting Paid Time Off (PTO)

Upon logging in to UKG Pro, the UKG Dashboard will appear.
1. Navigate to **Menu** in the bottom of the toolbar.
2. Select Time & Attendance > **My Time Off**.
3. Select **Advanced Options**.
4. You will have the ability to select dates, request PTO hours and view your current PTO balance.
    a. **Dates** – Calendar will appear to select your dates. Once selected, click on **Apply**.
    b. **Hours** – Enter in the start and end hours, which is a normal 8-hour shift.
    c. **Deduct from** – Display your current PTO balance.
5. There are two options on how you want to submit your request to your manager.
    a. **Submit** will send your PTO request to your manager.
    b. **Review** will let you review your entry before submitting to your manager.