

Paid Time Off (PTO) Request through Schedule (App)

Employees can conveniently schedule time away from work by submitting a Paid Time Off (PTO) request through the UKG Pro mobile app. This guide provides step-by-step instructions to help employees:

- Submit PTO requests directly in the mobile app
- Use PTO for approved reasons such as sick days, vacation, emergencies, or personal time off
- Follow contract rules: PTO may not be taken in the final three weeks of the contract unless approved by the Site Supervisor and Shearwater Health
- Understand payout restrictions: PTO cannot be cashed out before the last day of the Employment Terms

By following these instructions, employees can easily manage their time-off requests while staying compliant with Shearwater Health policies.

Instructions:

Requesting 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 > **Schedule**.
3. Select Request > **Time-off**.
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.

