

## **Process for transition from Annual PTO process to posting and processing of remaining PTO**

On **April 1st** the remaining PTO hours from the 75% allocation (May - April) will be posted to all unit staff for **one week**. Staff will submit their requests and **this time will be awarded based on seniority**.

Any remaining PTO hours from the 75% allocation will then be posted in the unit's normal process and will be requested using the process outlined in Para 3330. (first come, first serve and tie breaker is the log information)

Any PTO hours that were granted and then canceled by a staff member will follow process in 3330 which requires these PTO hours to be posted (unless the manager has reason to close the hours) for one week and awarded by seniority.