



LUTHERAN SENIOR SERVICES

LSS PTO HOLIDAY SUPPLEMENT REQUEST

This perk is designed to benefit employees that are needed to work on a holiday. Employees scheduled to work one of the seven LSS-recognized holidays may be paid additional hours, using their available PTO, in addition to their pay for working that holiday shift. The number of additional PTO hours paid is limited to no more than the number of hours the employee works on that holiday. Employees must request this holiday supplement in advance of working the holiday by submitting this completed form to their Supervisor. To receive this holiday supplement PTO payment, the employee must complete their full scheduled holiday shift and work their scheduled shifts immediately before and after that holiday.

Employee Name: _____ Employee Number: _____

I wish to be paid an additional _____ hours of PTO from my current unused PTO balance through the LSS PTO Holiday Supplement program for working the holiday checked below:

- | | |
|---|---|
| ☐ New Year's Day | ☐ Fourth of July |
| ☐ Easter | ☐ Labor Day |
| ☐ Memorial Day | ☐ Thanksgiving |
| ☐ Juneteenth | ☐ Christmas |

- I understand that taxes will be withheld based upon my current W4 form.
- I understand that my 403b/Roth contribution will be affected by this additional pay if my contribution is a percentage-based election (If you'd like to adjust your contribution election temporarily for the month of this payment, please visit AUL OneAmerica's site to make this change prior to the first of the month).
- I understand that if I have any wage garnishments in place that are percentage-based, those amounts will also be affected by this additional pay.

Signature of Employee

Date