

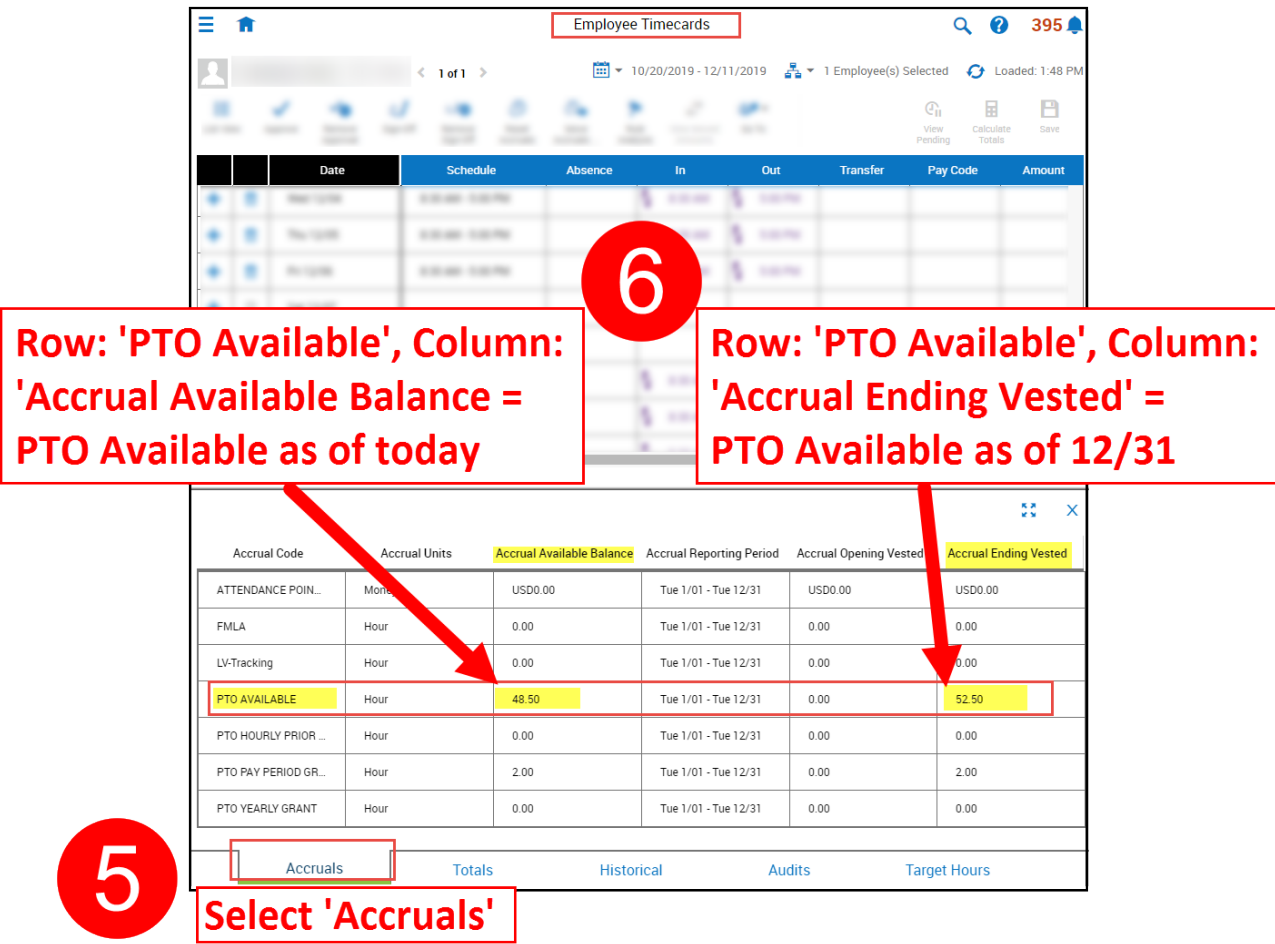
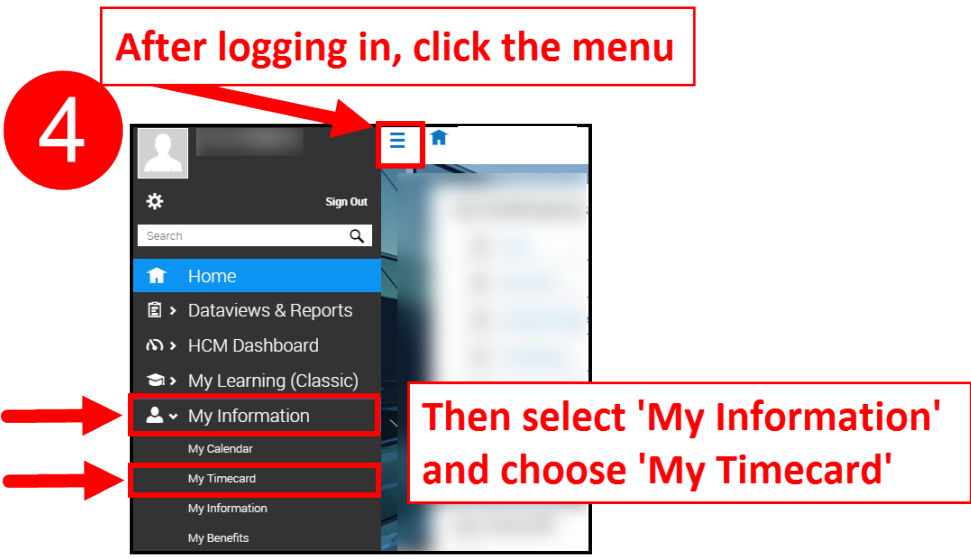
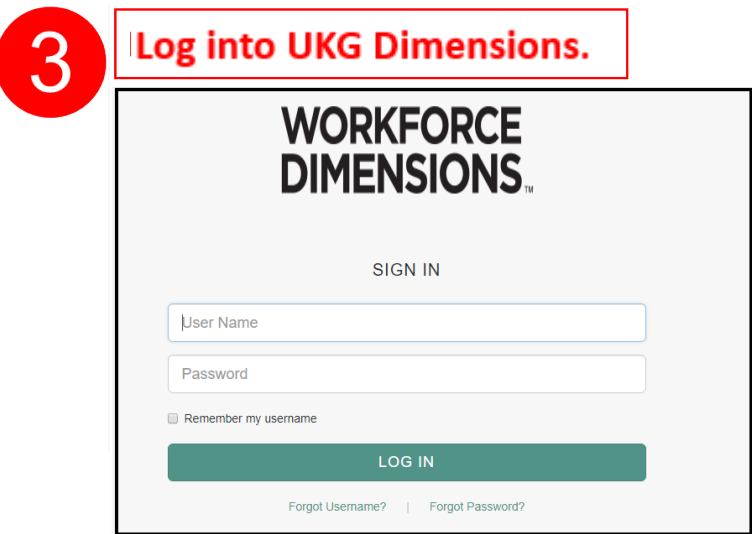
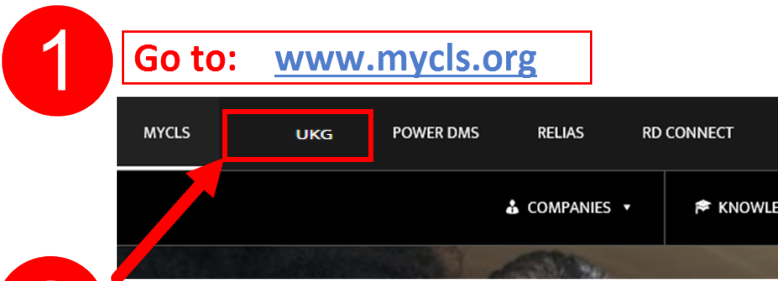
Paid Time Off (PTO) / Paid Day Off (PDO) Election – 2023

This must be completed online before Sunday, December 31, 2023.

Failure to complete online will result in your PTO / PDO being cashed out.

Please review your PTO/PDO balance to determine the number hours/days you have remaining. Then adjust for any PTO/ PDO that you plan to use before 12/31/2023. Below are the instructions to view your PTO/PDO balance online and how to submit your selection of PTO/PDO cash out or carry over online.

To find your PTO/PDO balance on 12/31, log into UKG Workforce Dimensions.



To determine the number of hours / days you have available to cash out or carry over please use the following equation:

TOTAL: PTO/PDO available as shown on 12/31/2023 _____

SUBTRACT: PTO/PDO hours/days to be used between now and 12/31/2023 - _____

EQUALS: PTO/PDO hours/days available to cash out or carry over = _____

HOURLY Employees and **Salaried Employees that are replaced** can carry over a maximum of 40 hours/5 days and/or cash out all remaining hours. (Salaried employees that are replaced are those whose position needs to be filled when they take PTO). Home Health and Hospice employees that are per visit are in this category.

SALARIED Employees that are not replaced may cash out or carry over any combination up to 40 hours - anything over 40 will be lost. _____ (hours/days) CASH OUT - paid **January 19, 2024** (minimum of 4 hours or 0.5 day; lesser amounts will be carried over)

Paid Time Off (PTO) / Paid Day Off (PDO) Election – 2023

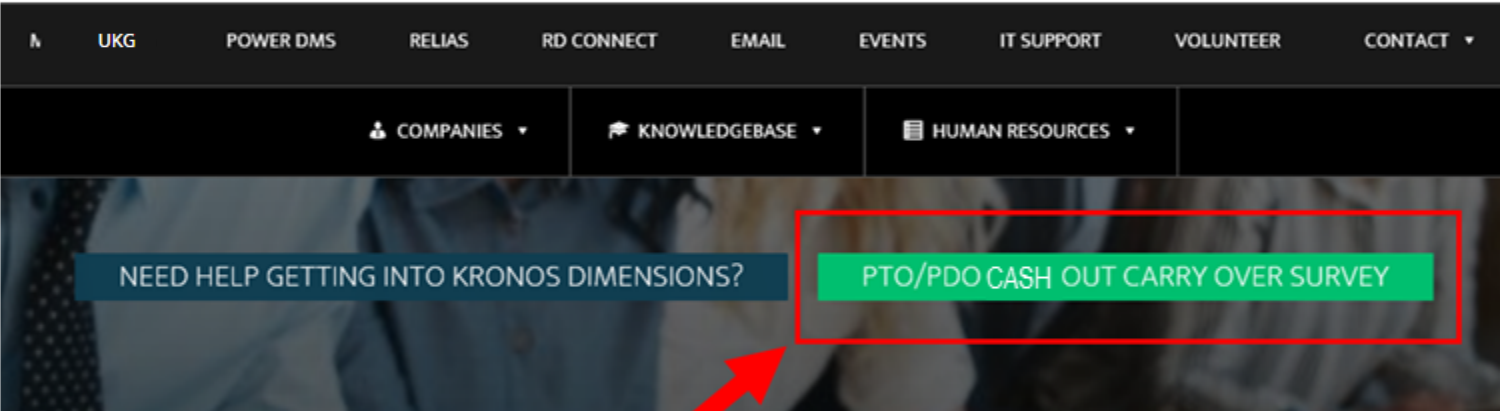
This must be completed online before Friday, December 31, 2021.
Failure to complete online will result in your PTO / PDO being cashed out.

Please review your PTO/PDO balance to determine the number hours/days you have remaining. Then adjust for any PTO/ PDO that you plan to use before 12/31/2023. Below are the instructions to view your PTO/PDO balance online and how to submit your selection of PTO/PDO cash out or carry over online.

To submit your PTO/PDO Carry Over / Cash Out year-end elections online continue to step #7:

To submit your PTO/PDO Cash Out / Carry Over year end election, return to the My CLS page

7 Go to: www.mycls.org



8 Select 'PTO/PDO Cash Out Carry Over Survey'

9 Answer the questions the click 'done' to submit

Important Note: 2024 New Year PTO/PDO available balances will be accurately reflected in UKG the week of January 22nd after the PTO/PDO cash out/carry over from 2023 has been processed. If you elected to cash out your 2023 PTO/PDO, your balance will be adjusted to account for the cash out you will receive.

Failure to complete before Friday, December 31, 2023 will result in your PTO/PDO to be cashed out.

Questions? Email HR@hollandhome.org

****Special Note**** For those having trouble logging into UKG (Kronos), select ‘Forgot Password’ function to reset your password. If you are still having trouble, contact the Information Services UKG Hotline at phone #616-228-6969 to leave a voice message request for help. Calls will be returned within one weekday (business day). **The Help Desk After Hours/On Call assistance is reserved for emergent needs** and therefore will not be available for resolving UKG related problems. Please plan accordingly, keeping in mind the holiday schedule this month (Christmas, Friday 12/25) in the event that general assistance is needed for logging in to UKG.