



Lakeshore Paid Time Off (PTO) Request Form

Thank you for all your hard work! As a benefit to you, Lakeshore offers PTO for those Field Team Members that qualify. If you are not sure if you qualify, please contact your local Lakeshore Beach Location (AKA our offices) for details.

To request time off, please ensure the time is approved through the Employer where you work FIRST. Send this document signed by both you and the Employer to your Lakeshore Consultant at the Local Lakeshore Beach Location. Upon which your request will begin the approval process through Lakeshore.

Please complete the details below:

Field Team Member Name: _____

Date PTO to start: _____

Last day of PTO: _____

Total Days of PTO Requesting: _____

Total Hours of PTO Requesting (7.5 hours / day): _____

Lakeshore Field Team Member: By signing below, I am requesting to use my accrued PTO through Lakeshore. If it is found that I do not have enough PTO accrued through Lakeshore, or I am not signed up for Supplemental Benefits, I understand Lakeshore will contact me directly and I will not be paid PTO.

Lakeshore Team Member Signature

Date

For Employers: By signing below I approve the Lakeshore Field Team Member to take the days requested above as PTO paid by Lakeshore. I understand I will not be billed for these hours, and the Lakeshore Field Team Member will be returning the first business day after the last day of PTO requested.

Employer Signature

Date

Lakeshore HR: By signing below I approve that the Lakeshore Field Team Member meets the qualification requirements to receive PTO, is enrolled in supplemental benefits, and has accrued the PTO requested.

Lakeshore Internal HR Signature

Date

STATEMENT OF PRIVACY

This document contains sensitive and proprietary information concerning the strategic nature of Lakeshore Consortium Inc. business and is not intended for public use.