

Benefit Trust

Paid Time Off: Dates to Remember

Monthly

Benefit Request Forms (“Forms”) submitted by the 5th of the month will be processed for payment on the 15th of the month.

Forms submitted between the 6th and the 20th of the month will be processed for payment on the last Friday of the month.

Forms submitted after the 20th of the month will be processed for payment on the 15th of the following month.

July

Eligibility notifications are mailed to participants who qualified for PTO benefits in the July determination period.

January

If your PTO benefits earned in the prior year exceed \$600, you will be sent a Form 1099 at the end of the month.

Feb. 15

Any unpaid PTO benefits from the previous calendar year’s benefit periods will be cashed out in a lump sum to participants who have a W-9 on file with the Trust.

October-January

Each of these months, the Trust mails PTO Benefit Balance Statements and reminders to complete your Form W-9 (if needed).

Mar

Apr

May

Jul

Oct

Nov

Dec

Jan

Feb

Feb
15

**July
Determination
Period:** Work 80
hours for your
consumer in any of
these three months...

...to be
eligible
for PTO
on July 1.

**February
Determination
Period:** Work 80
hours for your
consumer in any of
these three months...

...to be
eligible
for PTO
on Feb. 1.