

Workday: How to Request PTO – Store Hourly Employees

Employees must use the **PTO Cash Out** function in Workday to request pay for Paid Time Off (*also referred to as Vacation Pay*).

To access the **PTO Cash Out** option, go to your Home Page in Workday and click the **“PTO Cash Out” Quick Link**:

1. HOME PAGE → **“PTO CASH OUT” QUICK LINK**

2. Carefully read the **Important** bullet points shown on the PTO Cash Out screen. You can also click the **“2026 PTO Cash Out Calendar”** link to view the date you will receive requested PTO pay.

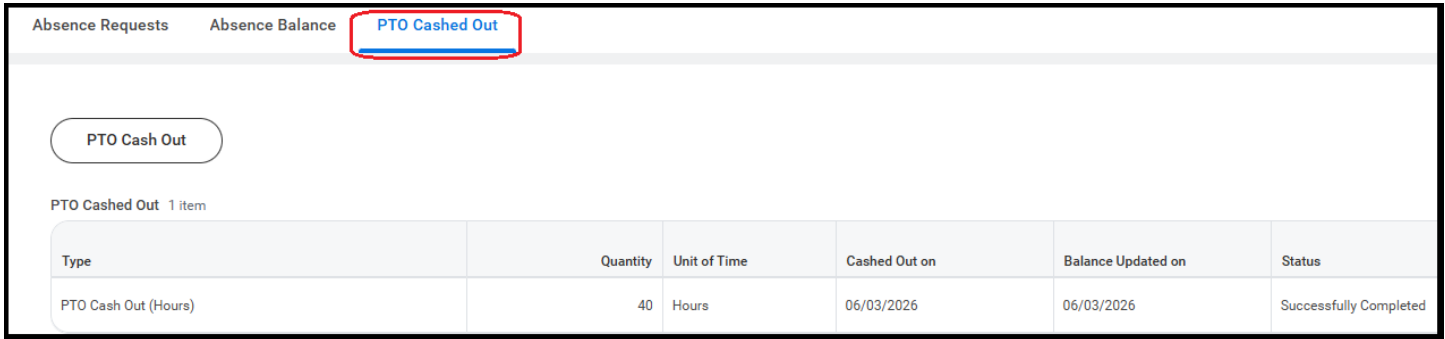
3. Enter the number of PTO hours you would like to cash out in the **HOURS** field. The maximum number of hours you are eligible to request is listed in the note below the HOURS field.

4. Click **SUBMIT**. Your request will be processed.

The screenshot shows the 'PTO Cash Out' interface in Workday. At the top, a navigation bar titled 'Here's What's Happening' contains a search bar and several buttons: 'PTO Cash Out' (highlighted with a red box), 'My Schedule', 'My Org Chart', 'Request Absence', 'Manage Absence', and a menu icon. Below this is the 'PTO Cash Out' form itself. It features an 'IMPORTANT:' section with three bullet points: 'You can view and cash out newly earned PTO starting on the Saturday after your anniversary date.', 'PTO Cash Out requests are processed in the next available payroll cycle (click the link below for check date).', and 'Once submitted this request cannot be canceled or changed.' A link for '2026 PTO Cash Out Calendar' is provided. The form includes a 'Type of PTO' dropdown menu set to 'PTO Cash Out (Hours)', a 'Hours' input field with '0' entered (highlighted with a red box), and a 'Note' stating 'You're eligible to PTO Cash Out up to 40 hours in increments of 1.' There is also a comment field with the placeholder 'enter your comment' and a 'Submit' button at the bottom right.

View PTO Cashed Out:

To view your PTO Cash Out request details, click **VIEW PROFILE** → **ABSENCE** → **PTO CASHED OUT** tab.



Type	Quantity	Unit of Time	Cashed Out on	Balance Updated on	Status
PTO Cash Out (Hours)	40	Hours	06/03/2026	06/03/2026	Successfully Completed

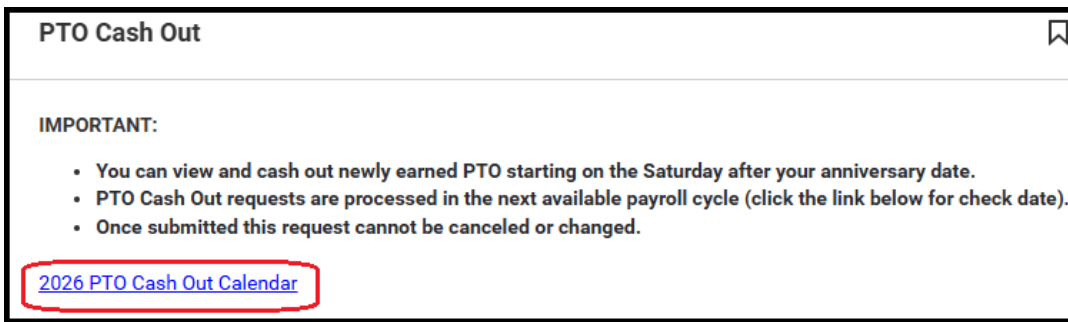
Important Reminders:

- Your newly earned PTO will be available for cash out each year starting on the Saturday **following** your work anniversary date.
- The PTO Cash Out function is for **payout of PTO** only. Employees wanting **time away from work** should request through their normal scheduling process in Teamworx.
- PTO Cash Out requests **must be submitted by the employee**. Managers cannot submit requests on behalf of their employees.
- Once PTO Cash Out is submitted, it **cannot be changed or canceled**.

Timing of PTO Pay:

When requested, your PTO will be processed in the current payroll cycle and paid on the next week's paycheck.

Review the **2026 PTO Cash Out Calendar** when submitting your PTO Cash Out request to know the exact date you will receive your PTO pay.



PTO Cash Out

IMPORTANT:

- You can view and cash out newly earned PTO starting on the Saturday after your anniversary date.
- PTO Cash Out requests are processed in the next available payroll cycle (click the link below for check date).
- Once submitted this request cannot be canceled or changed.

[2026 PTO Cash Out Calendar](#)

How PTO Pay Is Calculated

PTO for Store Hourly Employees is based on the ***average weekly earnings for the previous anniversary year***. Your average weekly earnings are calculated based on a 40-hour work week. This is not a reflection of actual hours worked.

Pay Calculation Example:

Employee earns \$24,960 in the previous anniversary year:

- \$24,960 divided by 52 (weeks per year) = \$480 per week
- \$480 divided by 40 (hours per week) = \$12 per hour
 - PTO Cash Out of 40 hours equals a gross payout of \$480.
 - PTO Cash Out of 8 hours equals a gross payout of \$96.

PTO Policy

Reference the Cracker Barrel Store Hourly Paid Time Off (PTO) policy at <https://totalrewards.crackerbarrel.com> to understand your PTO allocation based on years of service.