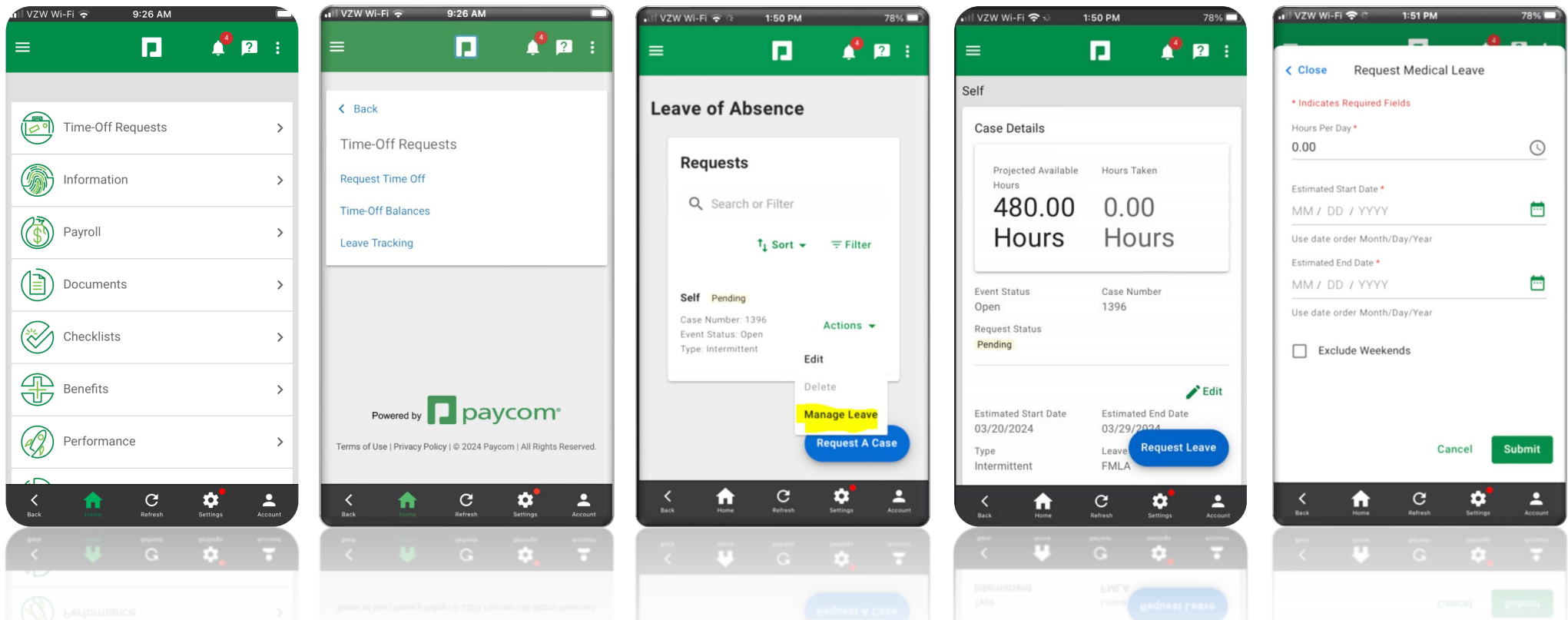


TRACKING DAYS OFF FOR INTERMITTENT LEAVES

Paycom > Time Off Requests > Leave Tracking > Actions > Manage Leave > Request Leave

MANDATORY: Submit the Paycom form to track your leave time. Request PTO via normal means.

Your manager may ALSO require a leave request form returned each payroll.



On continuous leave? No need to submit each day you are absent (we will track for you & manage your PTO in accordance with the information you provide us.)

Questions? Change in your plans?: email leave@arboracres.org