

# EssilorLuxottica

## Puerto Rico PTO Sell Back Request and Approval Form

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| Employee Name (first and last name) Print: |  |
| Employee's EssilorLuxottica ID:            |  |

I am requesting to sell-back to EssilorLuxottica \_\_\_\_\_ PTO hours and that I have used at least 5 consecutive days of PTO within this anniversary year.

|  |  |
|--|--|
| Employee Name (first and last name) Print: |  |
| Employee's Signature:                      |  |
| Date:                                      |  |

### Section Below Only for Manager

|   |  |
|---|--|
| Manager Name (first and last name) Print: |  |
| Manager's EssilorLuxottica ID:            |  |

I authorize the above request for \_\_\_\_\_ (enter employee's name) to sell back \_\_\_\_\_ PTO hours. I verify that he/she has taken at least 5 consecutive days of PTO within this anniversary year.

|   |  |
|---|--|
| Manager Name (first and last name) Print: |  |
| Manager's Signature:                      |  |
| Date:                                     |  |

### Sell-back Policy

- Employee must have taken at least 5 consecutive PTO days in the last anniversary year
- Request must be approved and submitted by a regional manager or higher
- Off cycle checks will not be processed
- Hours will be added to the next payroll cycle

To submit requests visit: [My Personal Desk](#)>[HR Service Portal](#)>PTO Balance Inquiries (fill-in requested information and attach the Sell Back Form)