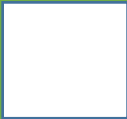




**LifeTime**  
DriveTime Benefits Package

## Maternity PTO Carryover Request Form

Are you going to have a baby in 2017 and want to carry over 2016 PTO?



### Maternity PTO Carryover Request

I am currently pregnant in 2016 and would like to request to carry over my PTO in the amount of \_\_\_\_\_ hours. (80 hours Max) I acknowledge that I have chosen to carry over the amount of hours listed above.

Signature X \_\_\_\_\_

Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Please scan and email this form to [rm-benefits servicerequest](mailto:rm-benefits servicerequest). You will receive an email response within 48 hours of submission. If you do not receive this email, please reach out to the Benefits Department at 888-781-5654 Option 1. Be sure to keep a copy of these documents for your records

If you plan to add your newborn to your coverage with DriveTime, you will need to do so within 31 days of birth by submitting a [Life Status Change Form](#).

Please make your manager aware that they must enter your 5 consecutive days on in the time keeping system.

Also take advantage of our Baby Gift Program here: [Baby Gift Form](#)