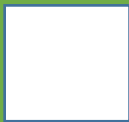




Recovery PTO Carryover Request Form



Are you going to have a baby in 2019 and want to carry over 2018 PTO?



Recovery PTO Carryover Request

I am currently pregnant in 2018 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-benefitsservicerequest. 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 you will need to sign in to our benefits portal at www.mydtbenefits.com, select manage my benefits and click on the start now button underneath 2018 Life Event. Don't forget to upload your verification documentation for your new little one within 31 days of birth.

DriveTime offers employees who are enrolled in our medical coverage two baby gifts for their new little one. Information on our baby gift program can be found here <http://drivetimebenefits.com/benefits/medical-plans/baby-gift-program.aspx>.