

# ***urgent***

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f a c s i m i l e

*To:* <19292070142>

*Fax Number:* 19292070142

*From:*

*Fax Number:*

*Business Phone:*

*Home Phone:*

*Pages:* 2

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## CompuCom PTO Request Process

*Updated November 2023*

\*\*\*Please inform your CompuCom RFSM if you cannot access the links or calendars below.

\*PTO requests are to be submitted 2 weeks in advance to ensure proper coverage for your route during your absence. Only 3-4 technicians per region are allowed PTO at the same time.

### PLEASE CONSIDER THE FOLLOWING:

! DO NOT save up and wait until November or December to use up all of your PTO. Lowes has requested that you plan ahead and spread out your PTO to ensure store coverage.

! PTO space is limited around May/ June for Spring readiness. Lowes has requested that no more than 3 technicians be off during that time as business needs are in high demand.

! Lowes has requested that if you are going to take a 3-day/extended weekend that Mondays are the best days to take off instead of Fridays since stores make the most sales over the weekends.

! Be sure to request any planned PTO as soon as possible. \*\*\*