

EMPLOYEE PAID TIME OFF REQUEST FORM

Employee Name: _____

Date: _____

Employee Number: _____

Location Number: _____

FOR COMPANY USE ONLY

<u>Dates</u>	<u>Total Hours</u>	<u>Reason for Absence</u>	<u>Paid</u>	<u>Unpaid</u>	<u>Excused</u>	<u>Unexcused</u>	<u>Comments</u>

In the event I receive paid time off ("PTO") in advance of earning it and my employment is terminated before I earn such PTO, by signing below I (a) authorize LKQ Corporation or its subsidiaries ("LKQ") to deduct from my final paycheck (to the extent permitted by law) any PTO I received in advance of earning it; and (b) agree to pay LKQ for the balance of the unearned PTO that I received if my final paycheck is not used or is insufficient to cover the unearned PTO that I received. I understand that my request for PTO is subject to the terms and conditions of LKQ's PTO Policy effective January 1, 2010.

Employee Signature: _____ Supervisor Signature: _____

___ Check here if this modifies or cancels a previous request. If so, please list dates this form is replacing: _____

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SA Dillow

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Table of Contents Paid Time Off Request Form

1. Understanding the eBook Paid Time Off Request Form
 - The Rise of Digital Reading Paid Time Off Request Form
 - Advantages of eBooks Over Traditional Books
2. Identifying Paid Time Off Request Form
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Paid Time Off Request Form
 - User-Friendly Interface
4. Exploring eBook Recommendations from Paid Time Off Request Form
 - Personalized Recommendations
 - Paid Time Off Request Form User Reviews and Ratings
 - Paid Time Off Request Form and Bestseller Lists
5. Accessing Paid Time Off Request Form Free and Paid eBooks
 - Paid Time Off Request Form Public Domain eBooks
 - Paid Time Off Request Form eBook Subscription Services
 - Paid Time Off Request Form Budget-Friendly Options
6. Navigating Paid Time Off Request Form eBook Formats

- ePub, PDF, MOBI, and More
 - Paid Time Off Request Form Compatibility with Devices
 - Paid Time Off Request Form Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Paid Time Off Request Form
 - Highlighting and Note-Taking Paid Time Off Request Form
 - Interactive Elements Paid Time Off Request Form
 8. Staying Engaged with Paid Time Off Request Form
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Paid Time Off Request Form
 9. Balancing eBooks and Physical Books Paid Time Off Request Form
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Paid Time Off Request Form
 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
 11. Cultivating a Reading Routine Paid Time Off Request Form
 - Setting Reading Goals Paid Time Off Request Form
 - Carving Out Dedicated Reading Time
 12. Sourcing Reliable Information of Paid Time Off Request Form
 - Fact-Checking eBook Content of Paid Time Off Request Form
 - Distinguishing Credible Sources
 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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