

Request for Time Off (RTO) Form for Production and Logistics Associates

Employee Name: _____ Badge #: _____

Best Contact (Email or phone): _____ Shift: _____

Daily Schedule

- 8 Hours
- 10 Hours
- 11.5 Hours

- Military Leave
- PTO (if available)

For Reference

Breakdown of Quarter Time by Schedule				
Schedule	1 Quarter	2 Quarters	3 Quarters	Full Shift
8 Hours	2	4	6	8
10 Hours	2.5	5	7.5	10
11.5 Hours	2.88	5.75	8.63	11.5

Date(s) Requested (month, date, year)

_____, _____, _____, _____, _____, _____

Full Shift

or Quarters Requested (Check all that Apply):

First Quarter
 Second Quarter
 Third Quarter
 Fourth Quarter

The following applies to RTO:

- This request must be approved and signed by your BMW Section Leader **AND** IK Hofmann Representative.
- Requested Time Off (RTO) is not guaranteed and can be denied due to business needs.
- Associates who have reached 90 days but have not qualified for vacation can request up to 40 hours of unpaid time off.
- To avoid receiving points in error, a signed and approved request must be submitted before the date of absence.
- Email completed form to- bmw@hofmannusa.com
- Please direct any questions to your I.K. Hofmann onsite manager.

I certify that my schedule information is accurate as of the date this form has been submitted and I acknowledge that it is my responsibility to track my available time off.

Employee Signature

Date

Granted

Rejected

BMW Section Leader Signature

Date

IK Hofmann Representative Signature

Date