



STD PTO Buyback Program Form

PTO usage and buyback must occur in the same calendar year

Requests for PTO buyback must be made **within 30 days of your return to work**. For those leaves extending into Long Term Disability, the buyback must be within 30 days of the conversion from Short Term to Long Term Disability. Additionally, the buyback must be completed by the last pay period of the year in which the Short Term Disability occurred. **This Buyback Program is voluntary.**

Name: _____
 First (Please Print) MI Last

Employee ID#: _____ City Location: _____

Social Security #: _____

Daytime Phone: () _____ Evening Phone: () _____

Hours to be purchased: _____ Date returned from LOA: _____
(Required)

Employee Signature: _____ Date: _____

INSTRUCTIONS

Raytheon Company offers you the opportunity to buy back PTO that was used during an approved Short Term Disability claim. If you request payments from your check, this form will serve as permission for the Raytheon Payroll Center to deduct those payments from your paycheck, for the purchase of PTO that was used during a leave of absence, due to Short Term Disability. If buying back more than 5 hours, those hours will be deducted in 10 hour increments per pay period for employees on bi-weekly pay periods or in 5 hour increments per pay period for those employees on weekly pay periods. If buying back less than 5 hours, it will be payroll deducted out of one check.

In addition, employees may choose to buy back their PTO in a lump sum via payroll deduction or with a personal check. Employees may also buy back their PTO in increments greater than the guidelines of 10 or 5 hours above. To exercise one of the options, please check option for buyback and follow the steps below.

Check the option you would like, to buyback your PTO:

- Payroll deduct in 5 hour increments for weekly employees
- Payroll deduct in 10 hour increments for bi-weekly employees
- Payroll deduct in larger increments than 5/10 hours (How many hours per pay period) _____
- Lump sum payroll deduct
- Lump sum with personal check (Payroll will call you with the amount)

Participation in this program is **voluntary** and may be stopped at any time by faxing or calling the Payroll Center.

To buy back your PTO that was used during an approved Short Term Disability leave of absence follow these instructions:

1. Complete all the requested information on the PTO Buyback Program Form
2. Fax the completed form to the Payroll Center at 1-972-344-9027 or mail it to the Raytheon Payroll address below. (Note: Requests received at Payroll by 5:00 pm Central Time on Wednesdays will be processed in the next regular paycheck and subsequent paychecks as required.)

If you have questions or concerns with the process, please contact the Payroll Center at 1-877-291-9990. Forward completed form to Raytheon Payroll via Fax at 1-972-344-9027 or mail to: Raytheon Payroll, Benefits Team