

# **FTO/VTO QUICK REFERENCE GUIDE**

**Employee (Non-Field)**

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# Introduction

This document serves as a quick reference guide on how to use SAP to manage your FTO requests.

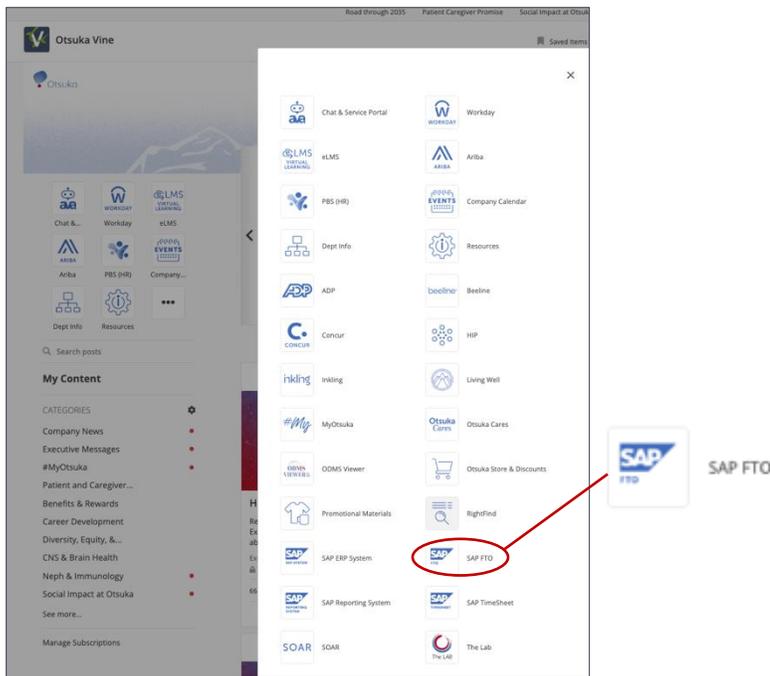
Please see the [Flexible Time Off Policy](#) on the PBS site for more details about the policy.



# Request Time Off

## STEP 1

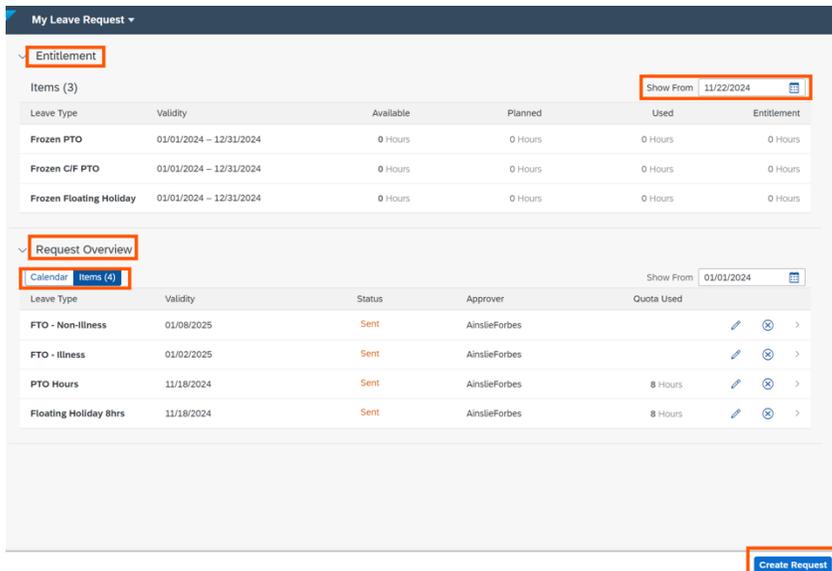
Click Here to access [SAP](#)



OR

Launch from [SAP FTO Link](#) from the Vine.

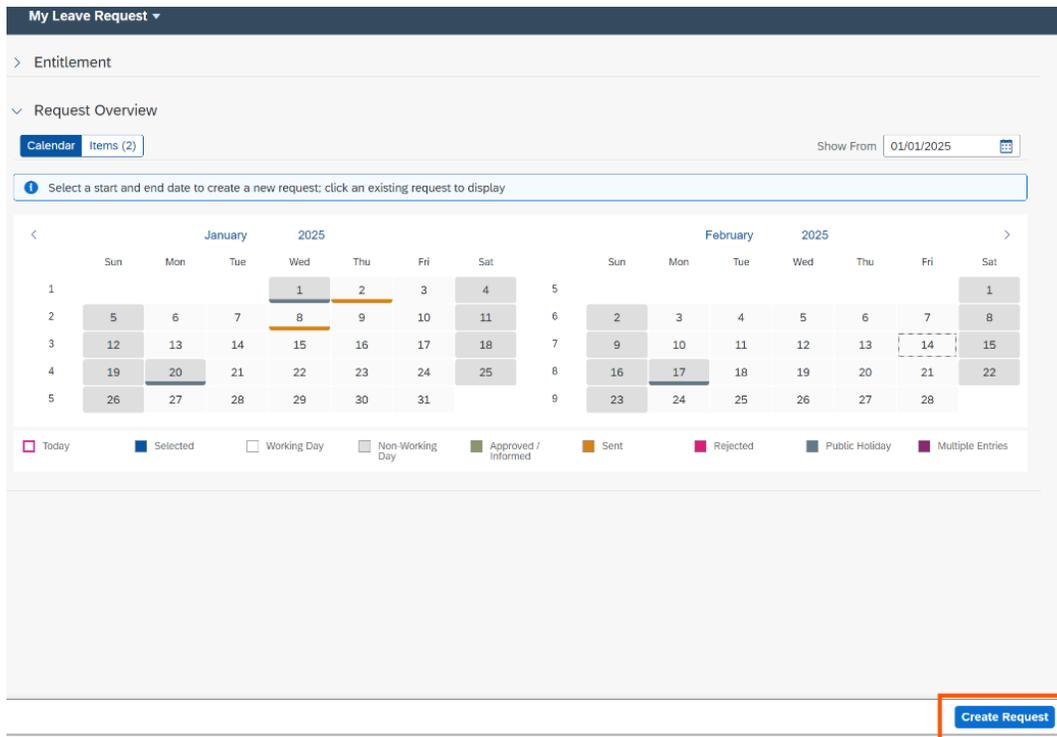
Once launched, you will be logged into the “My Leave Request” page through Single-Sign-On.



# Request Time off continued

## STEP 2

Under “Request Overview” Click “calendar” to select a day or a range of days or click create request



**My Leave Request**

> Entitlement

> Request Overview

Calendar Items (2) Show From 01/01/2025

Select a start and end date to create a new request; click an existing request to display

January 2025							February 2025							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
			1	2	3	4	5						1	
5	6	7	8	9	10	11	6	2	3	4	5	6	7	8
12	13	14	15	16	17	18	7	9	10	11	12	13	14	15
19	20	21	22	23	24	25	8	16	17	18	19	20	21	22
26	27	28	29	30	31		9	23	24	25	26	27	28	

Legend: Today, Selected, Working Day, Non-Working Day, Approved / Informed, Sent, Rejected, Public Holiday, Multiple Entries

**Create Request**

# Request Time off continued

## STEP 3

Select “Leave Type” from the drop-down menu

*Available Leave Types:*

- FTO – Non-Illness
- FTO – Illness
- VTO (Limit of 16 Hours per calendar year applies)

*Important:*

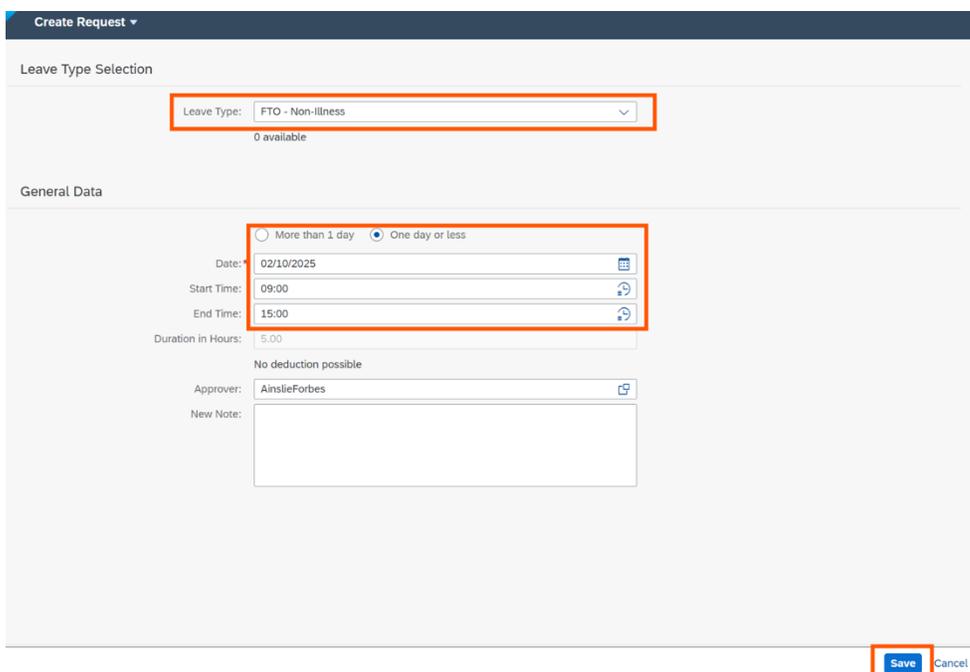
Use only **FTO** leave type for the leaves starting in **2025**.

Use only **PTO** leave type for leaves in **2024**.

**STEP 4** – Select a day or range for time off request

**STEP 5** – Click “Save”

**STEP 6** – The leave request will be sent to your manager for review



**Create Request** ▾

Leave Type Selection

Leave Type: FTO - Non-illness  
0 available

General Data

More than 1 day  One day or less

Date: 02/10/2025

Start Time: 09:00

End Time: 15:00

Duration in Hours: 5.00

No deduction possible

Approver: AinslieForbes

New Note:

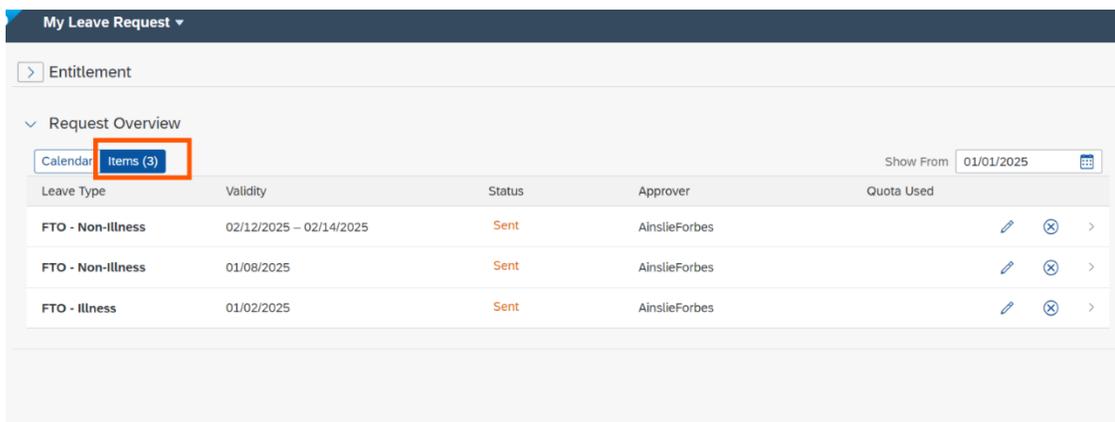
**Save** Cancel

# Review FTO/VTO Utilization Data

Status of FTO/VTO Requests may be viewed in the Request Overview Section

Select “Items” to view FTO/VTO status in list format.

Select “Calendar” to view FTO/VTO status in calendar format.



The screenshot shows the 'My Leave Request' interface. Under the 'Request Overview' section, there are two buttons: 'Calendar' and 'Items (3)'. The 'Items (3)' button is highlighted with a red box. Below the buttons is a table with the following data:

Leave Type	Validity	Status	Approver	Quota Used
FTO - Non-Illness	02/12/2025 – 02/14/2025	Sent	AinslieForbes	  
FTO - Non-Illness	01/08/2025	Sent	AinslieForbes	  
FTO - Illness	01/02/2025	Sent	AinslieForbes	  

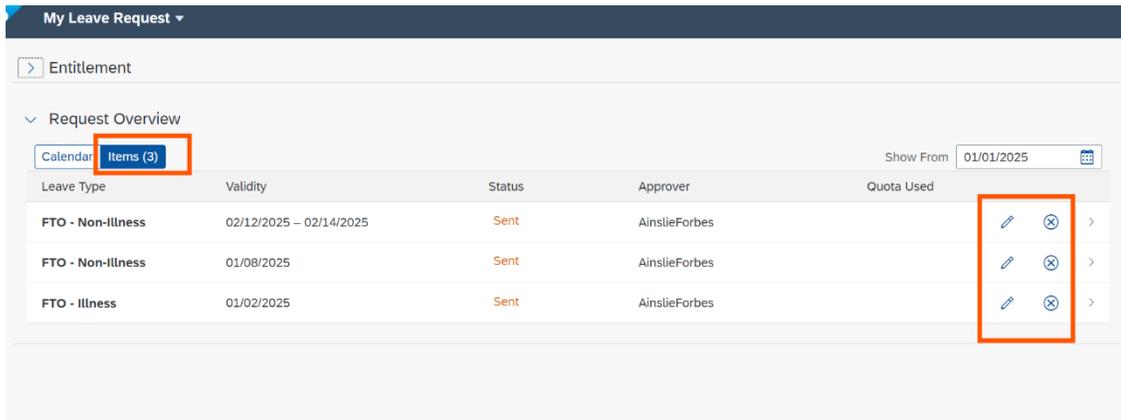
# Change or Cancel a Leave Request

**STEP 1** – Access SAP and refer to the “Request Overview”

**STEP 2** – Select “Items”

**STEP 3** – Use the “Pen” icon to edit the request details or the “Delete” icon to delete the leave request.

**STEP 4** – Change/Cancellation request will be sent to the employees manager



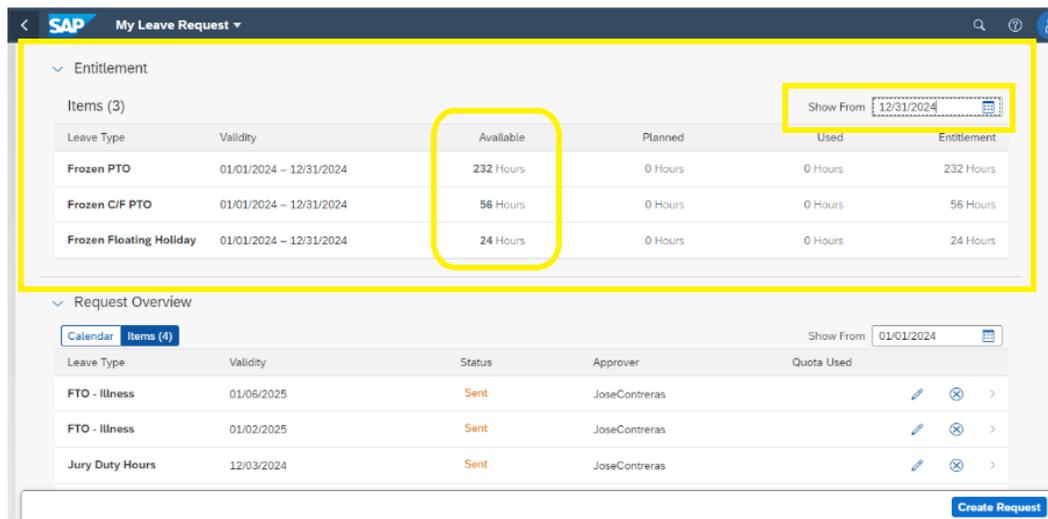
The screenshot displays the 'My Leave Request' interface. It features a 'Request Overview' section with a table of leave requests. The table has columns for Leave Type, Validity, Status, Approver, and Quota Used. Three rows are visible, all with a status of 'Sent' and approved by 'AinslieForbes'. The 'Items (3)' button and the edit/delete icons for each row are highlighted with red boxes.

Leave Type	Validity	Status	Approver	Quota Used
FTO - Non-Illness	02/12/2025 – 02/14/2025	Sent	AinslieForbes	
FTO - Non-Illness	01/08/2025	Sent	AinslieForbes	
FTO - Illness	01/02/2025	Sent	AinslieForbes	

# Review Frozen PTO Data

If as of December 31, 2024, employee resides in a state where unused PTO must be paid out, any **available** PTO balance remaining as of December 31, 2024, will be retained, and paid at the base pay rate as of the date of your termination, in accordance.

Eligible frozen PTO hours may be viewed under “Entitlement.” Click “Show From” and change date to 12/31/2024 to review current PTO balance.



The screenshot displays the SAP 'My Leave Request' interface. The 'Entitlement' section is highlighted with a yellow box and contains a table with the following data:

Leave Type	Validity	Available	Planned	Used	Entitlement
Frozen PTO	01/01/2024 – 12/31/2024	232 Hours	0 Hours	0 Hours	232 Hours
Frozen C/F PTO	01/01/2024 – 12/31/2024	56 Hours	0 Hours	0 Hours	56 Hours
Frozen Floating Holiday	01/01/2024 – 12/31/2024	24 Hours	0 Hours	0 Hours	24 Hours

The 'Request Overview' section below shows a table of requests:

Leave Type	Validity	Status	Approver	Quota Used
FTO - illness	01/06/2025	Sent	JoseContreras	
FTO - illness	01/02/2025	Sent	JoseContreras	
Jury Duty Hours	12/03/2024	Sent	JoseContreras	

Additional interface elements include a 'Show From' dropdown set to 12/31/2024 in the Entitlement section, and a 'Show From' dropdown set to 01/01/2024 in the Request Overview section. A 'Create Request' button is visible at the bottom right.

# Additional Resources

For additional information about FTO, please review the [FTO Policy](#) and frequently asked questions ([FAQs](#)).

Should you have additional questions, please contact Otsuka AVA Contact Center at 877-4-OTSUKA (877-468-7852) or by submitting a request via [AVA Portal](#).