



ATO Carryover Request Form

Name:

Date:

Site #:

Site Name:

*WinnCompanies ATO carryover policy states that at the end of each calendar year, employees may carry over a maximum balance of 40 ATO hours. After 40 hours, any additional time accrued, but not used, will be forfeited at the end of the calendar year. Employees wishing to carryover more than 40 hours must submit a completed request form to hrhelpdesk@wincco.com no later than **January 10th** for processing.*

I request to carryover an additional _____ hours of ATO
(This number does not include the automatic carryover of 40 hours)

Please explain why the employee was unable to use ATO:

My signature below certifies that I have read and understand the policy.

Employee Name

Date

Approved with no restrictions

_____ hours approved. These _____ hours must be used by _____ or will be forfeited

Not approved

Manager

Date

SVP/DVP/RVP

Date

Executive Leadership

Date

HR Only:
Current ATO Balance: _____

REV 12/21/15

