

Paycom - PTO Requests

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Go to the [Paycom Website \(Online Portal\)](#)

Full-Time WellHaven Employees have two types of Paid Time-Off: Floating Holidays and Accrued PTO. The Floating Holiday is provided in 8 hour period(s) that renew each year. They do not accumulate. Accrued PTO grows each period and can be stored up to be used in larger amounts according to roll-over limits. Both can be used for the same period of time, but each must be requested separately.

You can easily review your PTO balance and time-off that has been requested or approved by selecting the Hours Available tab from the Time Off Request page:

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