



PTO Buy Plan Form

Calendar Year: 2021

Name: _____

Department: _____

Manager: _____

I hereby request Pernod Ricard USA to deduct _____ days (minimum 1, maximum 5 days) from my pay. The deduction is based on the following option I have chosen:

- Deducted over 24 pay periods from January 1st – December 31st (**Semi-monthly**)
- Deducted over 26 pay periods from January 1st – December 31st (**Bi-weekly**)

These days will be available to me in the form of additional PTO time. By participating in this program, I understand that use of these days and any other provisions are to be used in accordance with the Company's Time Off policies, including but not limited to PTO carryover, scheduling and terminating employees.

Acknowledged and agreed to:

Employee Signature

Date

Manager Approval

Date

Please return all completed and approved forms to NA.HumanResources@Pernod-Ricard.com