



Electrical Construction Industry  
**VACATION-HOLIDAY PLAN**  
11001 W. Plank Court, Suite 120  
Wauwatosa, WI 53226  
(414) 778-0068

### **PTO Form Benefit Requirements**

Please be advised that in order to process your PTO Request Form, the following items need to be completed:

You need to indicate the number of PTO hours you are requesting for benefits. The number of hours must be in 1-Hour increments.

You need to indicate your Hourly Wage as it is required to calculate your benefit.

Your Employer's Name and Signature is required (ex: Supervisor, HR Representative, Owner, Manager or Department Head) unless you are not working at the time you are submitting your PTO Request Form. The Trustees understand it can be challenging to obtain the Employer's signature. However, this is required by the IRS because the Plan is a tax-exempt section 501(c)(9) trust that can only issue payment for specified welfare benefits, including PTO benefits. In order to validate the payment is for a PTO benefit, the Employer must sign. Currently the Plan Office will accept signatures via fax and hard copy.

Payments are issued on Wednesdays. In order to receive your benefit payment on Wednesday, your Vacation/PTO benefit form must be received in the ECI Plan office by 12:00 P.M. Tuesday. If your Vacation/PTO benefit form is received after 12:00 P.M. on Tuesday, your payment will be issued the following week.

Should you have any questions, please contact the Plan office.