

BENEFIT COST CHARGEBACK SAMPLE LANGUAGE

When a Teamster Employee is in need of time off and has no PTO Days available, he/she may apply for an unpaid leave of absence. If an unpaid leave of absence is taken, the Teamster Employee will have his/her benefits pro-rated for the time off without pay. Example: A Teamster Employee working 40 hours per week has exhausted all PTO time and must take one day off without pay. This Employee will be paid for the 32 hours worked, but will have a one day rate of all benefits (insurance, cash in lieu) deducted from their paycheck.