



Regarding Team Members Use of PTO during Temporary Layoff Status

*****Updated*****

Many Team members have requested the option to NOT use their available PTO time during their temporary layoff period.

While on temporary layoff – Team Members are not required to use PTO before filing for unemployment, if otherwise eligible.

Because of your overwhelming requests – beginning March 30th, we will NOT automatically use available PTO for team members on temporary layoff.

Beginning March 30th, Team Members' PTO will no longer be automatically paid, and Team Members will have the option to request the use of their available PTO up to 80 hours per pay period. Team Members on Golden Entertainment Benefit plans are still responsible to cover the cost of their medical, dental and vision contributions if they elect to not use PTO or do not have enough PTO to cover missed contributions.

To request to use PTO – Team Members can email payroll@goldenent.com and include the following information:

- Property
- Name
- Team Member ID#
- # of Hours Requested
- Phone Number

If you do not have access to email, please call 702-383-5369. For verification purposes, please have your Team Member ID number ready when you call.