



Shannon Staffing

Working Together. Building Futures.

BONUS REQUEST FORM

- Vacation-Pay**
- Sams Club / Costco** (attach receipt)
- AAA** (attach receipt)

**Requirements: Work 1,800 STRAIGHT TIME hours, attained within a 50-week consecutive period.
Each bonus type is payable once within a 12-month period; measurement count restarts after payout.**

SECTION FOR EMPLOYEE TO COMPLETE:

Employee Name: _____

Date: _____ Last 4 of SSN: _____

Have you ever received this benefit before? (please circle) YES or NO

SECTION FOR SHANNON STAFFING USE:

Beginning date: _____

Ending date: _____

Total Regular Hours: _____

Any breaks in service? _____

If employee has received this benefit before, when (mm/dd/yyyy)? _____

Eligibility requirements met? (please circle) YES or NO Initials, date: _____