USER GUIDE

Calendar-first PTO planning and forecasting

Version 1.6.1 | August 2026

[Open PTO Bank]

What PTO Bank does Tracks planned and taken time off, projects PTO balances, separates Floating Holidays from PTO, and securely synchronizes each approved user's planner across devices.

For approved Southwest Airlines employees

START HERE

Quick start

1. Create an account with your first and last name, email address, and a password of at least six characters.
2. Wait for the site owner to approve your account. The planner remains locked until approval.
3. Open Settings and confirm your employment start date, job level, standard workday hours, Floating Holiday allowance, and verified balance checkpoint.
4. Add time off from the calendar or the + Add time off button.
5. Review the Current balance, Future PTO this year, Projected cap month, and monthly Projection before finalizing plans.

Important Only entries with the type PTO reduce the PTO balance. Floating Holiday, Paid Holiday, Sick, Bereavement, Jury Duty, and Other stay separate.

Main navigation

Tab	Purpose
Planner	Calendar, summary cards, and quick entry
Projection	Month-by-month balance forecast and CSV export
Entries	Search, filter, edit, delete, and export entries
Holidays	Holiday labels and Floating Holiday tracking
Settings	Profile, schedule, verified balance, sync, backup, and approvals

ACCOUNT ACCESS

Sign in or create an account

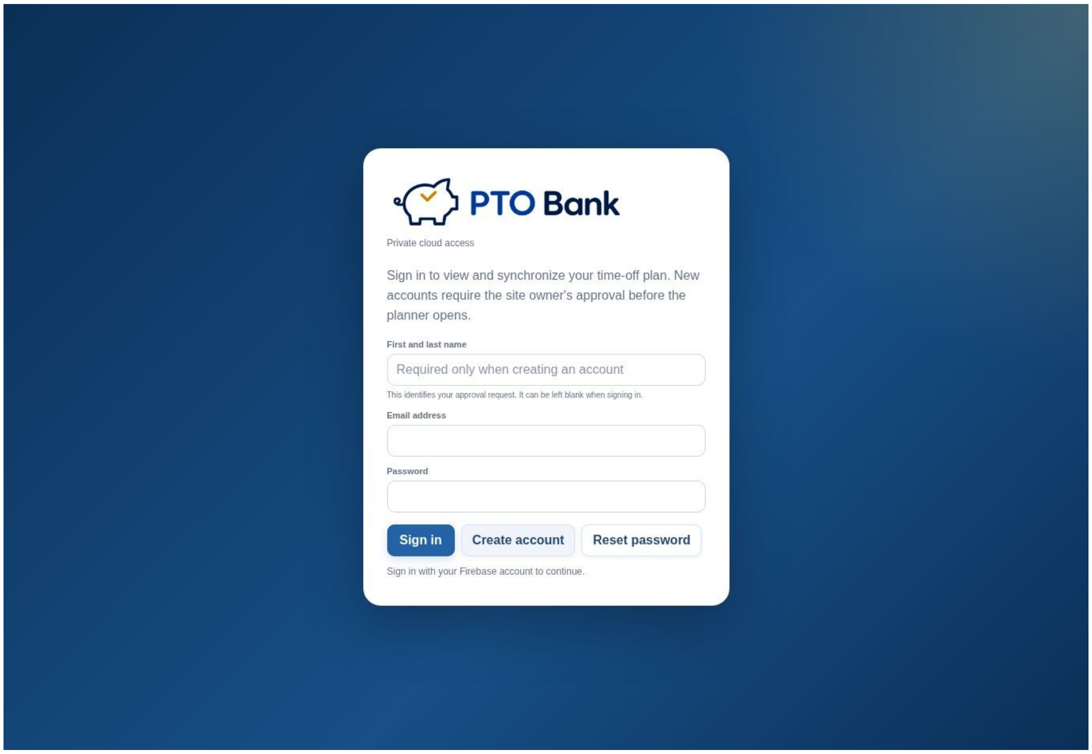

Figure 1. PTO Bank's public sign-in and account-request screen.

Existing account

6. Leave First and last name blank.
7. Enter the email address and password for your approved account.
8. Select Sign in. PTO Bank loads your private cloud planner and browser cache.

New account request

9. Enter your first and last name. This is what the site owner uses to identify the request.
10. Enter an email address and a password with at least six characters.
11. Select Create account. The account remains pending and the planner stays locked.
12. After the site owner approves you, sign in again to open the planner.

> **Password reset** Enter your email address, then select Reset password. Follow the link sent by Firebase Authentication.

PLANNER

Understand the dashboard

Current balance	Verified PTO checkpoint, minus counted PTO through today, plus month-end accrual earned through today.
Monthly accrual	Current monthly earning rate based on tenure and job level.
Future PTO this year	Only future entries whose type is PTO; Floating Holidays and other leave are excluded.
Projected cap month	First projected month the applicable PTO cap is reached; updates as PTO is added, moved, canceled, or deleted.

Use the calendar

- Use the left and right arrows to move through the calendar.
- Select Today to return to the current month.
- Choose 1, 3, or 6 months from the month display menu.
- Select any date to open Add time off for that day.
- Review each month's footer for starting balance, PTO used, accrual, and ending balance.

Calendar markers Normal-workday markers are informational. They do not create entries or change PTO balances.

Add one day of time off

13. Select a calendar date or + Add time off.
14. Confirm the date and choose the leave Type.
15. Enter Hours per day. The default is your standard workday.
16. Choose the Status. New entries default to Taken.
17. Add an optional note, then select Save entry.

ENTRIES

Add several consecutive days

18. Open Add time off and enable Add multiple consecutive days.
19. Choose the Start date and End date.
20. Turn on Skip Saturdays and Sundays when appropriate.
21. Set the type, hours per day, status, and note.
22. Verify the displayed number of entries and total hours, then select Add entries.

How multi-day entries work Each date is saved as its own record, so individual days can later be edited or deleted. One action may cover up to 366 calendar days.

Leave types and PTO impact

Type	Reduces PTO?	Use
PTO	Yes	Vacation or other PTO charged to the bank
Floating Holiday	No	Tracks Floating Holidays separately
Paid Holiday	No	Tracks paid-holiday hours
Sick / Bereavement / Jury Duty / Other	No	Records another non-PTO absence

Statuses

Status	Projection behavior
Taken	Counts when the entry type is PTO
Planned	Counts when the entry type is PTO
Approved	Counts when the entry type is PTO
Canceled	Does not reduce PTO or the projection

FORECASTING

Review the balance projection

The Projection tab shows each month's opening balance, PTO used, accrual earned, ending balance, cap, and notes. Use Export CSV when you need the forecast outside PTO Bank.

Calculation order

23. Start with the employer-verified balance and effective date.
24. Ignore older entries because they are assumed to be included in the verified balance.
25. Deduct counted PTO from the checkpoint forward.
26. Add monthly accrual at month-end, limited by the applicable cap.
27. Carry the ending balance into the next month.

Why the current balance may differ from the projection The current balance adds an accrual only after that month's final calendar day. Future PTO stays separate until its date is reached.

Manage entries

- Open Entries to see every dated record.
- Search by date, type, or note.
- Filter by status or year.
- Open a record to edit it; use Delete only when the entry should be permanently removed.
- Prefer Canceled when you want to preserve a historical record without affecting PTO.
- Select Export CSV to download the current entry list.

HOLIDAYS AND BALANCES

Maintain holidays

The Holidays tab controls calendar labels and the separate Floating Holiday tracker.

- Use Load common U.S. holidays to add suggestions for the displayed year.
- Review and edit suggested holidays because they may not match Southwest's observed schedule.
- Select + Add holiday to create a custom label or observed date.
- Create a Paid Holiday or Floating Holiday time-off entry when paid hours also need to be tracked.

Floating Holidays They are counted against the separate annual Floating Holiday allowance and never reduce the PTO bank.

Refresh the verified balance

Use the latest Southwest PTO balance report or PTO Calculator workbook to replace only the verified checkpoint. Existing entries, holidays, notes, and settings remain in place.

28. Open Settings and find Refresh balance from a PTO report.
29. Drop the file anywhere over the application or select Choose file.
30. Use a Southwest .html or .htm report, or a supported .xlsm or .xlsx calculator.
31. Review the previous and imported checkpoint values in the confirmation window.
32. Select Done, Show balance month, or Undo this update if the imported checkpoint is not correct.

Effective date For Southwest HTML reports, PTO Bank uses the current pay-period start date as the checkpoint - not the later report-generated date.

SETTINGS

Configure your profile and schedule

Accrual profile	Employment start date, job level, standard workday hours, Floating Holiday allowance, and optional new-hire award.
Verified checkpoint	Effective balance date, verified PTO hours, and visible projection length.
Weekly schedule	Select normal weekdays and scheduled hours for each day.
Rotating schedule	Set a repeating on/off pattern, first working day, shift hours, and days on/off.

Cloud synchronization

- Cloud saved means Firebase has the current planner state.
- Saving means a cloud update is in progress.
- Offline means the browser copy is safe and will synchronize when the connection returns.
- Cloud sync error means the browser copy remains available, but the latest cloud write did not complete.
- Use Sync now in Settings if you want to request an immediate write.

Backup and restore

Use Export backup before major changes or when moving data manually. Import backup restores a PTO Bank JSON backup. Entries and Projection also offer CSV exports for reporting.

> **Safe practice** Do not use Reset all data unless you intend to clear the planner. PTO Bank downloads a backup first, but the reset changes the active planner.

ADMINISTRATOR

Approve new accounts

Only the approved site administrator sees Account approvals in Settings. New users cannot open or synchronize a planner until the administrator grants access.

33. Open Settings.
34. Scroll to Account approvals.
35. Review the person's first and last name and email address.
36. Select Approve to grant access, or Decline to deny the request.
37. Ask the user to sign in again after approval. Their planner unlocks automatically when the approved status is detected.

Privacy boundary Administrator approval does not grant access to another user's planner. Firestore rules keep each approved user's planner and backups private to that user.

Account request checks

Review	What to confirm
Name	Recognizable first and last name
Email	Matches the person requesting access
Employment	You have an independent reason to believe the requester is a Southwest employee
Decision	Approve only after identification is satisfactory

A name identifies the request but does not independently prove employment. The site owner remains responsible for verifying requesters before approval.

HELP

Troubleshooting

Account pending	Wait for the site owner to approve the request. Sign out and sign in again after approval if the planner does not open automatically.
Password rejected	Verify the email address, then use Reset password if necessary.
Balance looks high or low	Confirm the effective checkpoint date and verified hours. Check that the entry type is PTO and the status is not Canceled.
Floating Holiday changed PTO	Edit the record and confirm its type is Floating Holiday, not PTO.
New device is missing data	Sign in with the same approved account and check that the sync indicator changes to Cloud saved.
Balance file will not import	Use an unmodified Southwest HTML report or supported PTO Calculator .xlsm/.xlsx file. Unsupported layouts are rejected rather than guessed.
Calendar is on the wrong month	Select Today or use Show balance month from Settings.
Need a safety copy	Use Export backup in Settings before making large changes.

Data and privacy

- Planner details stay hidden until Firebase verifies an approved account.
- Each approved user can access only their own planner and backups.
- The browser keeps a local cache for responsive use and temporary offline access.
- Do not share screenshots or exported backups that contain personal leave information unless the recipient is authorized.