



PTO Request

Request must be submitted to your Manager 2 weeks PRIOR to first date of requested time off, then forwarded to Human Resources for verification of PTO hours.

Employee Name: _____ Date Submitted: _____

Dates Requested:

Day of Week	Date	PTO	Hours Unpaid
Current Accrued PTO Hours			
-Less Hours Previously Taken			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Requested PTO Hours			
Remaining PTO Hours			

Note:

- A full day of PTO for salaried, exempt employees is 9 hours, with Fridays counting as 4 hours.
- PTO should only be requested in increments of half days (4 hours) or greater.
- Bereavement pay is for employees who have had a death in their immediate family which allows up to 3 days of paid time off. See handbook for more information.

Comments: _____

Employee: _____

Signature

Reviewed: _____

Human Resources

Approved: _____

Manager

FOR PAYROLL USE ONLY:	
_____	Date Entered
_____	Initials