



Title:

### HR Request for Time Off

Page:

1 of 4

Employee Name:

*Arena Sutherland*

Supervisor:

*[Signature]*

Type of Absence Requested:

- Personal Time Off
- Bereavement
- Military
- Jury Duty

Date(s) of Absence:

*June 15 2015*

**Check box that Applies:**

- Absent all day
- Partial Day / Hours Gone: From: \_\_\_\_\_ To: \_\_\_\_\_

PTO hours currently available (see last paystub): 0

Hours of PTO requesting: 0 *< 400 hours*

**Based on a 40 hour work week**

Year	PTO %	Hrs per week accrual
1	4.0%	1.6 hours
2	4.4%	1.76 hours
3	4.8%	1.92 hours
4	5.2%	2.08 hours
5	5.6%	2.24 hours
6+	6.0%	2.4 hours

HR Request for Time Off 04022015

	Title:	<b>HR Request for Time Off</b>	Page: <b>3 of 4</b>
---	--------	--------------------------------	---------------------

Note: Planned days off require at least two (2) weeks' notice. Planned days off exceeding one week require four (4) weeks' notice. PTO cannot be applied to create overtime. PTO can only be applied to hours needed to achieve a full 40 hour work week.

  
 Employee Signature

5/4/15  
 Date

**Supervisor Approval**

- Approved
  - Rejected
- Comments:

  
 Supervisor Signature

05/07/15  
 Date

HR Request for Time Off 04022015