



Title:

HR Request for Time Off

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Employee Name:

Supervisor:

Type of Absence Requested:

Personal Time Off

Bereavement

Military

Jury Duty

Date(s) of Absence:

06-01-15 - 06-05-15

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

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

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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.

Sleeps Parrillo
Employee Signature

05-29-2015
Date

Supervisor Approval

- Approved
- Rejected

Comments:

S/29/15
Date

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Supervisor Signature