

Employee Name:

Alisna Koscielniak

Supervisor:

Byrnes

Type of Absence Requested:

Personal Time Off

Bereavement

Military

Jury Duty

Date(s) of Absence:

June 12-14, 2015

Check box that Applies:

Absent all day

Partial Day / Hours Gone: From: \_\_\_\_\_ To: \_\_\_\_\_

PTO hours currently available (see last paystub): 5.48 HRS

Hours of PTO requesting: 24 Hrs

- Need to talk about PTO - what is or not available

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

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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.

  
 Employee Signature \_\_\_\_\_  
 Date April 22, 2015

**Supervisor Approval**

- Approved
- Rejected

Comments:

  
 Supervisor Signature \_\_\_\_\_  
 Date 04/27/15