



Title:

HR Request for Time Off

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Employee Name:

JDe Diana Rajs

Supervisor:

Type of Absence Requested:

Personal Time Off

Bereavement

Military

Jury Duty

Date(s) of Absence:

06/09/2015

Check box that Applies:

Absent all day

Partial Day / Hours Gone: From: 12:30pm To:

PTO hours currently available (see last paystub): 1.43

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.

D. Rio

Employee Signature

06/01/2015

Date

Approved

Rejected

Comments:

Supervisor Approval

[Handwritten Signature]

Supervisor Signature

6/01/2015

Date

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