



Title:

### HR Request for Time Off

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Employee Name:

Jannette Casillas

Supervisor:

Ryge

Type of Absence Requested:

Personal Time Off

Bereavement

Military

Jury Duty

Date(s) of Absence:

June 11<sup>th</sup> 2015

**Check box that Applies:**

Absent all day

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

PTO hours currently available (see last paystub):

N/A

Hours of PTO requesting:

N/A

< 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

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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.

*[Handwritten Signature]*

Employee Signature

*05/21/15*

Date

Approved

Rejected

Comments:

### Supervisor Approval

*[Handwritten Signature]*

Supervisor Signature

*05/22/15*

Date

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