



Title:

HR Request for Time Off

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Employee Name:

Jose Rentes

Supervisor:

Type of Absence Requested:

Personal Time Off

Bereavement

Military

Jury Duty

Date(s) of Absence:

June 5-15

Check box that Applies:

Absent all day

Partial Day / Hours Gone: From: _____ To: _____

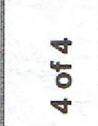
PTO hours currently available (see last paystub): 0

Hours of PTO requesting: 56

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.

Jose Puentes 5/20/15
 Employee Signature Date

Employee Signature

Supervisor Approval

- Approved
- Rejected

Comments:

Approved before hiring

[Signature] 05/20/15
 Supervisor Signature Date

Supervisor Signature

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