



# HR Request for Time Off

Title:

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Employee Name:

Natalie Martin

Supervisor:

Bryce

Type of Absence Requested:

Personal Time Off

Bereavement

Military

Jury Duty

Date(s) of Absence:

June 23rd, 2015

Check box that Applies:

Absent all day

Partial Day / Hours Gone: From:

To:

5.34

PTO hours currently available (see last paystub): \_\_\_\_\_  
Hours of PTO requesting: \_\_\_\_\_

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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.

*Nataly Maf*  
 Employee Signature

*06/02/2015*  
 Date

- Approved
  - Rejected
- Comments:

Supervisor Approval

Supervisor Signature

Date

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