



Title:

HR Request for Time Off

Page:

2 of 4

Employee Name: Susan Anderson

Supervisor: Boye

Type of Absence Requested:

Personal Time Off

Bereavement

Military

Jury Duty

Date(s) of Absence:

1 day during the week of June 29th 2015

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: 0

HR Request for Time Off 04022015

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



Title:

HR Request for Time Off

Page:

4 of 4

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

5-15-15

Date

Supervisor Approval

- Approved
 - Rejected
- Comments:

Supervisor Signature

Date

HR Request for Time Off 04022015