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| **Personal Time Off (PTO) Request** |
| Reference Number: 25.00 Forms | Approval 7/1/2012 | Effective Date 7/1/2018Revised Date: 5/11/2023 | Page 1 of 1 |

**For Planned Personal Time Off Requests Please Provide:**

* at least 30-days advance notice if this request includes 5 or more consecutive PTO days off
* at least 2-weeks advance notice if this request includes less than 5 consecutive PTO days off

**Unplanned Personal Time Off**

* For matters which cannot reasonably be known, please discuss with your supervisor as soon as possible so any time off can be considered
* If this event covers unplanned illness or injury, please use this form to account for time already taken

**Employee Request for Personal Time Off:**

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| **Employee:** | Click or tap here to enter text. | **Today’s Date:** | Click or tap to enter a date. |
| **Department:** | Click or tap here to enter text. | **Supervisor:** | Click or tap here to enter text. |
| **PTO Start:** | Click or tap to enter a date. | **PTO End:** | Click or tap to enter a date. |
| **Return Date:** | Click or tap to enter a date. | **Total PTO Hours** | Click or tap here to enter text. |
| **As of Date (PTO Bank)** | Click or tap to enter a date. | **Current PTO Hours in Bank** |  |

Please note PTO cannot be used to cover any part of the last 2-weeks of a resignation notification period.

**Reason for Request (pleased check appropriate box):**

[ ]  Vacation [ ]  Personal Leave [ ]  Sick Leave\* [ ]  Medical Leave\* [ ]  Family Reasons\*

[ ]  Time Without Pay\* [ ]  Jury Duty [ ]  Call to Active or Reserve Duty [ ]  Bereavement

[ ]  Other\* (please explain): Click or tap here to enter text.

\* An illness, injury, or care of another event of 5 days or more may qualify for FMLA. Please consult with HR

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| **Employee Signature:** |  | **Date:** | Click or tap to enter a date. |

**Authorization**

[ ]  Request Approved [ ]  Request Denied (specific reason for denial): Click or tap here to enter text.

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| **Supervisor Signature:** |  | **Date:** | Click or tap to enter a date. |

**Payroll Use Only**

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| **PTO Available** | **Reviewed By:** | **Date:** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. |