

**PTO REQUEST**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As outlined in the attendance policy, excused absences require a 48-hour notice and all PTO must be utilized prior to excused absences without pay. **Employees must schedule time off in advance with their supervisors.** We will try to grant every employee’s PTO request for the days off they choose. However, we must have enough employees to meet our day-to-day need — which means we may not be able to grant every PTO request, especially during holiday periods. If this situation occurs, PTO will be awarded based on seniority. If circumstances, such as a medical or family emergency, prevent advance scheduling, you must inform your supervisor as soon as possible that you wish to take paid time off. You may be expected to provide documentation for such time off.

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Request Date(s):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments:

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Employee Signature Date

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Approved By Date