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## PTO Request Form

**Today's Date:** \_\_\_\_\_

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

**Department:** \_\_\_\_\_

**Hire Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

(Must have completed your 90-day introductory period to be eligible for the following paid leaves)

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### **Paid Time Off (PTO)**

- Salaried associates are permitted to take paid leave in full or ½ day increments
- Hourly associates are permitted to take paid leave in hour increments

**Requested Dates:** \_\_\_\_\_

**Reason for Request:** \_\_\_\_\_

**Total # of Days:** \_\_\_\_\_

**Total # of Hours:** \_\_\_\_\_

**Current PTO Bank Balance:** \_\_\_\_\_

### **Bereavement Pay**

- Up to 3 days (24 hrs max) for the death of an immediate family member. (Parent, spouse, child, step child, brother, sister, grandparent, mother-in-law or father-in-law.)

**Requested Dates:** \_\_\_\_\_

**Total # of Hours:** \_\_\_\_\_

**Total # of Days:** \_\_\_\_\_

### **Jury Duty**

- The company will reimburse the difference between jury duty pay and regular pay, not to exceed 8 hrs per day for a max of 10 days/yr.  
(Please bring your summons to your manager as soon as possible.)

**Requested Dates:** \_\_\_\_\_

**Total # of Hours:** \_\_\_\_\_

**Total # of Days:** \_\_\_\_\_

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**Employee Signature:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

(Both signatures required before payment can be processed)

**NOTE:** Any employee (hourly or salary) that will be out of the office for non-business reasons should complete a PTO request form.