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| **ABC Printing Company**  **Example Paid Time-off Request Form** | |
| **Employee Name:** | **Date**: |
| **Department:** |  |
| **□ Birthday Holiday**  **□ PTO - □ Planned □ Unplanned** | **□ Bereavement**  **□ EIB (extended Illness Bank)** |
| **Dates Requested: From: \_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_**  **Return Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **# of Days: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **# of Hours:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **HR Use Only:**  **PTO Hours Accrued: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **PTO Hours Used: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **PTO Hours Available: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **HR Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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| **To keep track of hours used, create an excel spreadsheet that calculates as hours are added or subtracted from the bank. Keep one tab for each employee and a new file for each calendar year.**  **For example: Sue Smith 20xx PTO Report**  **Setting up a system is key to tracking employee PTO usage.** | |
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