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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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