

PTO Pay-Out Request

- If PTO hours are remaining at the end of the anniversary year; a full-time employee may receive payment for up to 40 hours of PTO, and a part-time employee may receive payment for 20 hours of PTO.
- Any time remaining will roll over. The maximum amount of time that can be carried at any given time is 400 hours.
- Employees must fill out a PTO Payout Request form and submit to Human Resources within the pay period immediately following their anniversary date.

Employee Name:	Anniversary Date:
Unused PTO Hours (on last day of anniversary year):	Pay Date (immediately following anniversary date):
Payout-Out Hours(maximum 40 FT or 20 PT)::	If the request for payout is not made before the end of the pay period immediately following anniversary date, hours will be rolled-over to Accrued PTO. The maximum amount of time of accrued PTO is 400 hours.

Roll-Over Hours (maximum accrued PTO balance is 400 hours):

My signature indicates my wish to receive a payout of PTO hours indicated above. I understand this action is irrevocable and I will not be allowed to return the payout in order to purchase hours back. I understand that if my request is not received by Human Resources before the end of the pay period immediately following my anniversary date that it will be denied for not being timely.

Employee Signature:	Request Date:
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H.R. Processing

<input type="checkbox"/> Request is timely and approved <input type="checkbox"/> Request is not timely and denied	H.R. Signature:	Processing Date:
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