

PTO Request Form

Employee Name: _____

Date Request Made: _____

Type of Request	Explanation*	Number of Days	Dates Requested
PTO			
Funeral/Bereavement			
Jury Duty			
Extended Medical Leave			
Holiday Pay			

*Explanation is not necessary for regular vacation time (PTO).

For Management Use Only

Approved: _____ YES _____ NO

If no, explain:

X

Beth DiGuardi