

PAID TIME OFF (PTO) REQUEST FORM

I am requesting paid time off on the following day(s): _____

Please submit your request for PTO at least one (1) week in advance for all anticipated absences. Requests for unanticipated PTO should be made at your earliest convenience, but within one or two days of the unanticipated absence if at all possible. I understand that no time away will be granted without this form and that PTO requests may be granted on a first-come, first-served basis as dictated by the production needs of the department.

EMPLOYEE SIGNATURE

DATE

☐ APPROVED – Approval of this PTO is conditional upon sufficient staff coverage of the office and accrued PTO hours to cover this absence.

Hours to be used for this absence: _____Planned PTO _____Unplanned PTO

☐ DENIED

SUPERVISOR SIGNATURE

DATE

COMMENTS _____

☐ I would like a copy of this document emailed to me.

Sample Pto Request Forms

AW Rasmussen



Sample Pto Request Forms:

Decoding **Sample Pto Request Forms**: Revealing the Captivating Potential of Verbal Expression

In a period characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its power to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Sample Pto Request Forms**," a mesmerizing literary creation penned by a celebrated wordsmith, readers set about an enlightening odyssey, unraveling the intricate significance of language and its enduring affect our lives. In this appraisal, we shall explore the book's central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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