

## 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

**Rosina Ehmann**



## **Sample Pto Request Forms:**

## Unveiling the Magic of Words: A Overview of "**Sample Pto Request Forms**"

In a world defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their ability to kindle emotions, provoke contemplation, and ignite transformative change is truly awe-inspiring. Enter the realm of "**Sample Pto Request Forms**," a mesmerizing literary masterpiece penned by a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve in to the book is central themes, examine its distinctive writing style, and assess its profound impact on the souls of its readers.

<https://crm.avenza.com/results/scholarship/HomePages/Not%20Fade%20Away%20Hell%20Or%20High%20Water%20English%20Edition.pdf>

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