

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 _____

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Sample Pto Request Forms

JR Anderson



Sample Pto Request Forms:

Sample Pto Request Forms Book Review: Unveiling the Magic of Language

In a digital era where connections and knowledge reign supreme, the enchanting power of language has be more apparent than ever. Its capability to stir emotions, provoke thought, and instigate transformation is really remarkable. This extraordinary book, aptly titled "**Sample Pto Request Forms**," compiled by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound impact on our existence. Throughout this critique, we will delve to the book is central themes, evaluate its unique writing style, and assess its overall influence on its readership.

<https://crm.avenza.com/public/detail/Documents/organizational%20behavior%2010th%20edition%202013.pdf>

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