



## PERSONAL TIME OFF AND LEAVE REQUEST FORM FULL-TIME EMPLOYEES

Employee Name (please print) : \_\_\_\_\_ Date : \_\_\_\_\_  
 Position Title: \_\_\_\_\_ Department/Division: \_\_\_\_\_

LEAVE REQUEST Total PTO Hours Accrued to Date: \_\_\_\_\_

REQUEST TYPE	BEGINNING DATE	ENDING DATE	TOTAL HOURS	REASON FOR REQUEST
Advance PTO	_____	_____	_____	Not required
Used PTO	_____	_____	_____	Not required
Comp Time (non-exempt employees only)	_____	_____	_____	_____
Court Appearances	_____	_____	_____	_____
Jury Duty – Note 1	_____	_____	_____	<input type="checkbox"/> Summons Attached
Military	_____	_____	_____	_____
Bereavement- Note 2	_____	_____	_____	Immediate Family Member: _____

DONATION OF ACCRUED PTO

Total PTO Hours Donated: \_\_\_\_\_ Donated To: \_\_\_\_\_ (Employee's Full Name)  
 \_\_\_\_\_ (Initials) Following notification of the need for donated PTO, I hereby donate my PTO hours as specified above.

PAYMENT REQUEST IN LIEU OF PTO LEAVE

*Per Section 3 (a) and 3 (f) of the Personnel Policies and Procedures Manual, payment in lieu of PTO is limited to ten (10) days or eighty (80) PTO hours following the first year of employment.*

Total PTO Hours Requested for Payment: \_\_\_\_\_

\_\_\_\_\_ (Initials) During the current calendar year, I have not previously requested or received monetary payment for accrued PTO hours, and therefore, I request payment of PTO hours in lieu of time off as specified above.

Note 1: a copy of the jury summons must be provided to the employee's supervisor at least five work days prior to the commencement of service as a juror. Please refer to Section 3.4 (a) of the Personnel Policies & Procedures Manual.

Note 2: employees may be granted time off with pay up to four (4) consecutive days in the event of a death in their immediate family as defined in Section 3.4 (d) of the Personnel Policies & Procedures Manual

Employee's Signature: \_\_\_\_\_

Approved     Disapproved     Approved     Disapproved     Approved     Disapproved

\_\_\_\_\_ Date                      \_\_\_\_\_ Date                      \_\_\_\_\_ Date  
 Director                              Human Resources                      Village Manager