

Paid Time Off (PTO) and Leave Request Form



JL PROPERTIES, INC.
REAL ESTATE DEVELOPMENT & MANAGEMENT

Employee Name:		Department:		
<input type="checkbox"/> SECTION A. PTO REQUEST				
Total PTO Hours Accrued to Date:				
Request Type	Start Date	End Date	Total Hours	
<input type="checkbox"/> Advance PTO				
<input type="checkbox"/> Unscheduled (<2 Business Days)				
<input type="checkbox"/> SECTION B. LEAVE REQUEST (other than PTO)				
Leave Type	Start Date	End Date	Total Hours	Reason
<input type="checkbox"/> FMLA				
<input type="checkbox"/> Workers' Comp				
<input type="checkbox"/> Jury Duty				<input type="checkbox"/> Summons Attached
<input type="checkbox"/> Military				<input type="checkbox"/> Orders Attached
<input type="checkbox"/> Bereavement				Immediate Family Member:
<input type="checkbox"/> LWOP				
<input type="checkbox"/> SECTION C. DONATION OF PTO				
Total PTO Hours Accrued To Date:		Total PTO Hours to be Donated:		
Donated To:	(Employee Name)			
<input type="checkbox"/> SECTION D. PAYMENT REQUEST IN LIEU OF PTO				
Total PTO Hours Accrued to Date:				
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 I have taken at least forty (40) hours of PTO vacation in the twelve (12) months preceding the request and will have not less than forty (40) hours of PTO remaining after this cash out.				

Employee Signature: _____ Date: _____

Approved: _____ Denied: _____ APPROVALS:

Supervisor/Manager	Property Manager	Human Resources

Notes: