

PAID TIME OFF LOAN REQUEST FORM

EMPLOYEE

Name: _____

DATES OF PAID TIME OFF

PTO Start Date: _____

PTO End Date: _____

Total Number of Hours: _____

EMPLOYEE ACKNOWLEDGEMENT/AGREEMENT (Submit request at least 2 weeks prior to date(s) requested)

Please read carefully, sign and date to indicate that you have read and will comply with the terms of this agreement.

I have requested to take paid time off (PTO) which exceeds the number of PTO hours I have accrued to date. I request the advance use of PTO hours. I authorize Beyond Spots & Dots Human Resources to use my entire available balance of earned PTO, if any, and reduce the requested number of advanced PTO hours accordingly at processing time.

I understand that advanced PTO hours are borrowed from my future PTO hour accruals and that future PTO hour accruals first replenish my negative balance before creating a balance to be used for additional PTO. In the event that my employment with Beyond Spots & Dots is terminated for any reason prior to earning enough PTO hours to cover this advance, I understand and agree that the outstanding unearned balance will be deducted in full from any sums due to me, including my final payroll check.

Employee Signature: _____ Date: _____

MANAGER APPROVAL

This paid time off advance request requires manager approval. Your manager will complete the following section and, if approved, submit the completed form to Beyond Spots & Dots Human Resources.

Requested paid time off is: ☐ Approved ☐ Denied

Comments:

Manager Signature: _____ Date: _____