



Personnel

PAID TIME OFF APPROVAL FORM

Written by : Jennifer Paz

DCN : PH 210 R0

Approved by : Laura Olshefski



Employee Name _____

Employee Number _____ Location _____

Date of Request _____

Requested Dates of Paid Time Off: _____
Please use separate form for each pay period

Total Number of PTO Hours: _____

Type of PTO Requested ☐ Sick/Personal ☐ Vacation ☐ Bereavement Pay ☐ Jury Duty ☐ Unpaid

Employee Signature

Date

I approve the above request for paid time off.

Supervisor Name _____

Supervisor Signature

Date

Once this form is completed and approved, it needs to be sent to the Payroll Department.

Except for emergencies, PTO should be scheduled in advance and approved by the employee's supervisor. All vacation time must be pre-approved and pre-scheduled with management. Approval for scheduled time away is subject to applicable company workloads and is at the discretion of management.

It is company policy to accurately, consistently, and timely document all paid time off. All eligible time off is to be recorded on the Paid Time Off Approval Form and sent to payroll so that it can be paid in the appropriate pay period.

For further information, please refer to the Russell Standard/Hammaker East Paid Time Off Policy.

Internal Use Only

Received by Payroll _____ Entered _____

2016-2017 PTO Calendar

April '16						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May '16						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June '16						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July '16						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August '16						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September '16						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October '16						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November '16						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December '16						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January '17						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February '17						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March '17						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

 **Paid Holidays**
 **Black-out Periods**