

FreshDirect - Personal Time Off (PTO) Request

Employee: _____ **Employee ID:** _____
Position: _____ **Department:** _____
Supervisor: _____

Time Period Absent and Special PTO Request

Absence From _____ (MM/DD/YY) Absence To _____ (MM/DD/YY)
 Actual Return _____ (MM/DD/YY) Total Absence (# DAYS) _____

Employee request to receive one week (5 days PTO) on their last paycheck before leaving for vacation (Circle YES or NO)
 Employee request to receive one week (5 days PTO) Christmas Holiday Cash-In (Circle YES or NO)

* Only hourly employees are eligible

** Both requests require employee to give notice to mgmt/HR of at least two Fridays before the last Thursday's paycheck

Reason for Absence (Category must be circled)

- ☐ Illness ☐ Personal ☐ Vacation
☐ Jury Duty (*attach jury summons*) ☐ Leave of Absence ☐ Company Business
☐ Bereavement ☐ Other – explain: _____

Notice Received and Attached: (Circle YES or NO)

Approval (Form must have signatures)

Time off Report by _____

Employee

Date

Time off Approval _____

Supervisor/Manager

Date

Time off Audit _____

HR Administration

Date

For Human Resource Use Only

Time Off Category	Entitled (Yes/No)	Accrued/ Earned	Days Requested	Balance of Days	Payroll Period Ending
<input type="checkbox"/> Charge to PTO					
<input type="checkbox"/> Charge to Floating Holiday					
<input type="checkbox"/> Charge to Jury Duty					
<input type="checkbox"/> Charge to Bereavement					
<input type="checkbox"/> Charge to Other					
<input type="checkbox"/> Request for Advance Vacation PTO					
<input type="checkbox"/> Christmas Holiday PTO					