



Village of Palmetto Bay

Personal Time Off (PTO) and Leave Request Form

Employee No:		Employee Name:		Department:	
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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"/> Used PTO				

SECTION B. LEAVE REQUEST (other than PTO)

Leave Type	Start Date	End Date	Total Hours	Reason
<input type="checkbox"/> Comp. Time (non-exempt employees only)				Date of OT: No. of OT Hrs.:
<input type="checkbox"/> Court Appearances				
<input type="checkbox"/> Jury Duty- <i>Note 1</i>				<input type="checkbox"/> Summons Attached
<input type="checkbox"/> Military				
<input type="checkbox"/> Bereavement – <i>Note 2</i>				Immediate Family Member:
<input type="checkbox"/> Birthday Holiday				Birthday Month:
<input type="checkbox"/> Alternate Holiday				Holiday Observed:

Note 1: in accordance with Section 3.4(a) of the Personnel Policies and Procedures Manual, 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.

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 and Procedures Manual.

SECTION C. DONATION OF PTO

Total PTO Hours Accrued To Date:		Total PTO Hours to be Donated:	
Donated To:	(Employee Name)		

SECTION D. PAYMENT REQUEST IN LIEU OF PTO LEAVE

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 therefore, I request payment of PTO hours in lieu of time off.	

Employee's Signature: _____ Date: _____

APPROVALS:

Supervisor or Director	Date	Human Resources	Date	Village Manager	Date
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