

# Dunn Construction Employee PTO Form

Employee Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Hours Requested \_\_\_\_\_

Starting Date: \_\_\_\_\_

Returning to work date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Approved: \_\_\_\_\_

Not Approved \_\_\_\_\_

Explain why PTO is not approved in writing and give explanation to employee, HR, and payroll.

Managers Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Beginning PTO Hours:	
Hours taken to date:	
Available PTO Hours:	
Requested:	
Remainder:	