

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:	