

PTO REQUEST

PTO REQUESTS MUST BE APPROVED BY SUPERVISOR AND GIVEN TO HUMAN RESOURCES DEPARTMENT

PTO MUST BE TAKEN IN A MINIMUM OF 4 HOUR INCREMENTS

EMPLOYEE NAME:

COMPANY:

DATE:

BEGINNING DATES
(MM/DD/YY)

ENDING DATES
(MM/DD/YY)

TOTAL
(DAYS OR HOURS)

EMPLOYEE SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE:

Please email the signed completed form to hr.dept@jrjnet.com