

REQUEST TO CARRY FORWARD EXCESS PTO

Per policy, up to 40 hours of PTO are automatically carried forward May 31 and are available for use until June 30 of the next fiscal year. Excess hours over forty are automatically forfeited.

Use this form to request PTO carry forward in excess of 40 hours and/ OR to request additional time to use the prior fiscal year PTO hours. All prior fiscal year PTO **MUST** be used by August 31. **NO EXCEPTIONS.**

*This form must be completed and signed by your supervisor and the executive VP
14 days prior to the fiscal year end on May 31.*

Today's Date: _____

Name: _____
(Print)

No. of hours requested to carry forward into the next fiscal year: _____

Provide a brief explanation explaining why you need to carry forward your PTO time beyond the current policy limits:

Employee Signature:

Date

Supervisor Signature

Date

Approved

Disapproved

Exec VP Signature

Date

Approved

Disapproved

NOTE: Give form to your supervisor who will sign it and route the original to the executive VP
If approved, the form will be routed to HR.
HR will route copies back to you and to payroll.