



**NOTE: You may request PTO in increments of an hour. Specify the time of day needed. For example: 7:30 to 8:30 if you will report to work at 8:30.
Half days for faculty are from 7:30 am to 11:30 am or from 11:30 am to 3:30 pm.**

OFFICE USE ONLY

___Approved ___Denied Comment:_____ PTO Remaining:_____

Personnel Committee Date (10 mth 3 or more days):_____ CEO Signature:_____ Date:_____