Acrobat outsourcing
Your Hospitality Staffing Professionals

TIME-OFF REQUEST

PTO requests must be made to your supervisor for approval by using this form with as much notice as possible before the intended time-off. Requests will be granted based on the time of year (busy seasons only granted under dire need), PTO days earned and on a "first come-first serve" basis. Time-off can be used in minimum increments of one-half day (4-hours) or one full day (8-hours). If you cancel or change your request, please inform management ASAP.

Employee Name Martin Lago Date Submitted 6/8

Employment Status: ☐ FT salary ☐ PT salary ☑ FT hourly ☐ PT hourly

Type of Request: ☐ Initial PTO Request ☐ Change of PTO Request

Reason for PTO: ☐ PTO ☑ Unpaid Time Off

☐ Jury Duty / Witness ☐ Leave of Absence _____

☐ Make-up Day for having worked on _____

☐ Other _____

Dates of Requested Time-Off (actual dates): 6/29

Will return to work on Monday

Total # of PAID time off — Hours

Total # of UNPAID time off 8 Hours

- Employees may not request to take time off as unpaid when PTO/Vacation/Sick is available.
- Any sick leave that has been paid during the year will be deducted from your PTO.
- Supporting documents must be provided for Jury Duty, Leave of Absence and whenever applicable.

Signature of Employee _____ Date Submitted 6/8

Supervisor _____ Date 6/8

Request: ☐ approved ☐ disapproved

Remarks: Initials

ORIGINAL KEPT IN EMPLOYEE'S FILE / COPIES TO EMPLOYEE - SUPERVISOR - PAYROLL

Revised 1/9/2013