# PTO request form

**Employee name:** _____

**Manager:** _____

**Date of request:** _____

| Date | Day | Leave type | Hours requested | Notes |
|---|---|---|---|---|
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## PTO balance

**Balance before this request (hours):** _____

**Hours taken from PTO:** _____

**Balance after this request (hours):** _____

_____ _____

Employee signature Date

## Manager use only

☐ Approved ☐ Approved with changes ☐ Denied

_____ _____

Manager signature Date

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