



## Time Off Request Form

### STEP 1: Team Member to verify balance available with the HR Manager:

Team Member Name: \_\_\_\_\_ Date \_\_\_\_\_

Location: \_\_\_\_\_ Job Title: \_\_\_\_\_

PTO Balance Available: \_\_\_\_\_ **BLACK OUT DATES**

GUTO Balance Available: \_\_\_\_\_ **OFT: July 15th, October 7th**

Sick Time Balance Available: \_\_\_\_\_ **BMV: April 22nd, September 30th**

HR Manager Signature: \_\_\_\_\_ Date \_\_\_\_\_

\*HR Manager to complete a team member's request within 48 hours of receipt of this form\*

\*\*Any PTO requests that put a manager in the negative's must have COO approval\*\*

### STEP 2: HR Manager to send Time Off Request back to the Team Member who fills out this portion:

REQUEST:

PTO (Paid Time Off)     GUTO (Guaranteed Time Off)     Unpaid Sick Time

Dates Requesting Off : \_\_\_\_\_

Number of Days Requesting Off: \_\_\_\_\_ Return to Work Date: \_\_\_\_\_

Please note additional information, like normal days off you plan to use in addition to PTO:

Team Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### STEP 3: Team Member to give to their Manager:

Approved     Denied

Explanation for denied time off or comments: \_\_\_\_\_

Manager's Printed Name: \_\_\_\_\_

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

COO Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*Manager to Approve or Deny member's request within 48 hours of receipt of this form.

\*\*\*Manager will notify team members in 7 Shift's of approval or denial and input time off if approved.

\*\*\*\*Manager to submit approval or denial to the office manager.