

Nonexempt Employees Only PTO/Floating Holiday Request Form

Please use this form to request and record your hours when taking Paid Time Off (PTO) or a Floating Holiday. Prior to taking PTO or a Floating Holiday you must have it approved by your manager. Please submit this form to your manager. This form does not need to be submitted to payroll, data should be captured on timesheets or the electric time files in Dallas or Bloomington.

Employee Name: _____

Employee ID: _____

Requested Days/Hours off: _____

Taken As:

PTO, number of hours: _____

Holiday, number of hours: _____

In the event I do not have enough PTO hours accrued to cover this request, I acknowledge that I am borrowing unaccrued hours from the company. If in the event of a termination of my employment, and I have not repaid the company for all unaccrued hours, I authorize eFunds to deduct any amount remaining for unaccrued hours from my final paycheck.

Employee Name

Manager Name _____