

Exempt 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. After your manager has approved your time off, your manager summarizes PTO taken on the department summary schedule at the end of each month and forwards to payroll@efunds.com.

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 the above request for PTO, I acknowledge that I am borrowing unaccrued PTO hours from the company. If in the event of a termination of my employment, I have not repaid the company for all unaccrued hours I have borrowed, I authorize eFunds, as allowable and permitted by applicable law, to deduct from my final paycheck an amount equal to the PTO hours I have borrowed from the company and not yet repaid. I also authorize eFunds, as allowable and permitted by applicable law, to deduct from my paycheck or paychecks an amount or amounts equal to any PTO I have used during the calendar year in excess of my accrual for the year. I understand that my PTO balance must be 0 at yearend.

Employee Name _____

Manager Name _____