PTO CASH-IN REQUEST

Cash-In of PTO Hours: Employees may "cash-in" accrued PTO hours at 100% of base rate. PTO "cash-ins" are limited to twice per calendar year. "Cash- in" must be submitted by the first Friday of the Month. Requests will be processed and paid on the 2nd pay period of the month. A minimum of 8 hours must be "cashed-in." Employees must retain a balance of 40 hours in their PTO bank to be eligible to cash in. In the event PTO is used after the request has been submitted, you will only be allowed to "cash-in" hours above 40 hours. HR will determine and adjust accordingly. Once an employee elects to cash-in hours, they cannot be reinstated.

Employee Name Printed:		
	Department #:	
PTO Accrual Balance:		
PTO Hours to be cashed in at Ba	ase Rate of Pay:	
Date of Last Cash-In:		
Employee Signature:		
Date:		
	Human Resources Use Only	
Total accrued PTO hours the pay	y period before cash in:	
Date Verified:	Verified By:	
APPROVED BY:		
Human Resources Director	Date	