

Email to: Payroll@MyMRCI.org

PAID TIME OFF
Request Form



Employee Name: _____

Client Name: _____

Client Representative: _____

Pay Period: Sun: _____ Sat: _____
(mm/dd/year) (mm/dd/year)

You are eligible for Paid Time Off (PTO) if:

- ✓ You have accrued eligible PTO hours; you will earn 1 PTO hour for every 30 hours worked
- ✓ The Participant has approved to your use of PTO
- ✓ You may use PTO when the participant is hospitalized

Refer to the Paid Time Off policy for more information regarding eligibility.

I am requesting use of _____ hours of PTO while the participant is in the hospital.
Signature of the Client/Representative is not required.

I am requesting to be paid for _____ hours of PTO

Date(s) Requested: _____

Hourly Rate: _____

Total PTO Requested: _____

Signature by the Participant/Representative indicates approval of PTO. **Client/Representative is responsible for securing replacement care.**

Approval by Employee and the Client/Representative does not guarantee payment of time off.

This PTO form must be submitted with your timecard for the period in which you are requesting PTO.

Employee Signature

Date

Client/Representative Signature

Date