



REQUEST FOR EMERGENCY PTO CASHOUT

Emergency buyback of PTO hours is allowed under extremely rare and seriously life altering circumstances. Examples may include: a major house fire, family emergency requiring travel expenses, funeral expenses of a family member, and emergency medical expenditures. All emergency PTO buybacks require approval of your Program Director, the Human Resources Department, and the Executive Director.

EMPLOYEE NAME: _____ DATE: _____
(Please Print name clearly)

Due to the following seriously critical situation, I am requesting an emergency PTO buyback of _____ accrued hours.

Reason for Request: _____

Employee Signature Date

Receipt of Funds:

Live Payroll

APPROVED **DENIED**

Program/Department Director's Signature Date

Human Resources Dept. Director's Signature Date

Executive Director Signature Date

Reason for Declination:

Payroll:

Hours added to Timesheet for payroll on _____

or

Hours deducted from balance on _____

Live check available _____

*Approval of PTO buyback is reserved for serious situations and is at the sole discretion of the Executive Director or his/her designee following approval by the Program Director and Human Resources Director.