



PTO Cash out Request Form

Eligible employees may request a cash payout on earned PTO. Current Regular Full-Time employees, who have been employed for at least one year, and who have an earned PTO balance are eligible to make a request. A maximum of one (1) request per year per employee will be allowed.

Employee Name: _____ Position: _____

Current PTO Balance: _____

Number of PTO Hours Requesting to be paid out: _____

I, _____, understand that the payout will be included with a regular paycheck and is subject to all state and federal taxes as well as any other applicable withholdings.

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Please submit completed form to HR.

HUMAN RESOURCES USE ONLY

Human Resources Signature: _____ Date Received: _____

Validate PTO balance at the time of payout: _____

Which paycheck will the cashed-out PTO reflect? _____