

## REQUEST TO TRANSFER PTO TIME

I \_\_\_\_\_, would like to transfer \_\_\_\_\_ hours of my PTO time to \_\_\_\_\_. I understand that these hours will be deducted from my total PTO.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date