

Must be submitted by the end of December each year

PTO Rollover Request Form

The purpose of this form is for exempt team members to request the rollover of up to 40 hours of PTO into the next calendar year, based on special circumstances. Your request must be submitted to your leader for signature, then Human Resources for final approval. Please complete the information below to submit your request.

Your Name	
Location (campus or Admin)	
Job Title	
Total Hours Requesting to Roll Over	

Please describe below in detail the special circumstances that have occurred to support this request.

Employee Name (Printed)

Employee Signature

Date

Please obtain your supervisor's signature, then send to your HR representative for final approval.

Supervisor Name (Printed)

Supervisor Signature

Date

HR Representative Name (Printed)

HR Representative Signature

Date