North Branch Construction

North Branch Construction PTO (Paid Time Off) Request Form
SALARY EMPLOYEE

Employee Name: _____

Location: _____

I am requesting the following day(s) off:

Start Date	End Date	Approved	Denied
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐

Additional Comments:

☐ In the event I have already exhausted my leave time, or if the leave time requested above exhausts my leave time, please consider this request to be a voluntary request for time off without pay.

_____ _____
Employee Signature Date

_____ _____
Manager Signature Date

_____ _____
Human Resources Signature Date