



TIME OFF REQUEST FORM for Accra Consumer Choice, Inc.

You are eligible for Paid Time Off (PTO) if:

- You have worked 600 hours after July 1, 2015.
- Have accrued eligible PTO hours; you will earn 1 PTO hour for every 43 hours worked beginning August 1, 2017.
- Your PTO balance is available on your ADP Paystub.
- The Participant/Responsible Party has approved to your use of PTO.
- You may use PTO hours when the participant is hospitalized.

Refer to the Paid Time Off policy for more information regarding eligibility.

Name (print) _____ EmpID: _____ Date: _____

REQUEST FOR PAID TIME OFF

Start Date: _____ End Date: _____ Total Hours Requested: _____

Comments: _____

I am requesting to use _____ hours of PTO while the participant is in the hospital. Signature of the Participant/RP is not required.

I am requesting to be paid for _____ hours of PTO.

Employee Signature: _____ Date: _____

Participant/RP Signature _____ Date _____

Signature by the Participant/RP indicates approval of PTO – **Participant/RP is responsible for securing replacement care.**

Approval by Employee and the Participant/RP does not guarantee payment of time off.

This PTO form must be submitted with your timecard for the period in which you are requesting PTO.

Internal use only – to be completed by employee services at Accra:

____ APPROVED _____ DENIED _____ No Paid Time Available _____ Other _____ Initials of Accra staff: _____