

PTO Cash-out Request Form

Name of Employee Making the Request _____

Position _____

Reason for Making the Request:

Under very limited circumstances, GHI may allow for this request. "Limited circumstances" is defined as situations where an employee must forego leave time because the organization needs for the employee to be on duty and available during a critical period of time or a non-exempt employee is experiencing a financial hardship.

Number of Hours Requested _____ (Cannot exceed 40 hours)

Department Director Approval: _____ Date: _____

HR Approval _____ Date: _____

Please Note: All PTO payouts are subject to payroll taxes and 401(k) deferrals.

This provision is limited to 40 hours in a rolling calendar year.

HR Use Only

Number of PTO hours available at time of request _____

Date Granted _____

A cash-out of _____ hours of PTO has been **approved** **denied**