South Central Kansas Economic Development District, Inc.

PTO Request Form

## Absence Information

|  |  |  |
| --- | --- | --- |
| Employee Name: |  | |
| Employee Number: | |  |
| Manager: |  | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Type of Absence Requested: | | | | | | | | |
|  |  | Reserved S/L |  | Vacation |  | Bereavement |  | Time Off Without Pay |
|  |  | Military |  | Jury Duty |  | Maternity/Paternity |  | Other |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates of Absence: From: |  |  | To: |  |

|  |
| --- |
| Reason for Absence: |
|  |
| *You must submit requests for PTO, other than emergency unscheduled leave, five working days prior to the first day you will be absent.* |

|  |  |
| --- | --- |
|  |  |
| Employee Signature | Date |

## Manager Approval

|  |  |  |
| --- | --- | --- |
|  |  | Approved |
|  |  | Rejected |

|  |
| --- |
| Comments: |
|  |

|  |  |
| --- | --- |
|  |  |
| Manager Signature | Date |