



## Time Off Request Form for Accra Care Inc

### Paid Time Off Request

Please note:

- PTO is accrued at 1 hour for every 30 hours worked
- You may carry up to 80 hours of accrued PTO every fiscal year (July 1-June 30)
- If you are using PTO in place of a shift, you will need approval from the participant/responsible party
- You may use PTO hours when the participant is hospitalized
- Refer to the Paid Time Off Policy in the home folder for more information regarding eligibility

### Request for paid time off

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Total Hours requested: \_\_\_\_\_

### Floating Holiday Request

- Effective October 1<sup>st</sup>, 2021, you may receive holiday pay (one and a half times your regular rate) for **hours worked** on 2 holidays of your choice per fiscal year (July 1-June 30)
- Unused floating holidays cannot be carried over at the end of the fiscal year
- You will continue to receive Holiday pay for hours worked on these holidays (Use of this form is not required for these holidays):
  - New Year's Day, Rev. Dr. Martin Luther King Jr. Day, Memorial Day, Labor Day and Thanksgiving

### Request for use of floating holiday:

Date of holiday: \_\_\_\_\_

This day must be a day that you have worked. You will receive one and a half times your regular rate of pay for all hours worked on this day.

**You must submit this form with your timesheet for the pay period of this request**

Employee Name (Print): \_\_\_\_\_ Employee ID: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Internal Use only:

PTO Approved: \_\_\_\_\_ PTO Denied: \_\_\_\_\_ Reason for denial: \_\_\_\_\_ Initials of Accra Staff: \_\_\_\_\_