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PTO REQUEST AND BALANCE

REQUEST

Employee _____

Dates requested _____

Hours requested _____

Leave type _____

Cover arranged with _____

APPROVAL

Submitted on _____

Balance before _____

Approved / declined _____

Manager _____

Date _____

_____
Employee signature

_____
Manager signature

Accrual and usage ledger (hours)

Date	Entry (pay period accrual, vacation, sick, adjustment)	Accrued	Used	Balance

Opening balance (hours)	
Accrued this sheet	
Used this sheet	
Closing balance	