office printable .com

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	