

SPRINGFIELD SPRING CORPORATION

2020 PTO REQUEST FORM

Requests for PTO should be submitted, with as much advance notice as possible, prior to the desired date(s). This will ensure managements' ability to schedule around your absence. Every effort will be made to meet all requests for vacation time.

I, _____, am requesting the following day(s) to be applied towards my total PTO time earned for the year 2020.

Date(s) requested: _____

of PTO Hours Requested: _____

Employee Signature

____/____/____
Date

Supervisor's/Manager's Signature

____/____/____
Date

Scheduled Unscheduled
Approved Not Approved

Sick Time: Yes No

Comments: