

# PORT OF BENTON PTO CASH OUT FORM

Employee's Name: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Number of Hours of PTO Requested: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

**Per the Port of Benton's Personnel Policy:** Employees shall have the option to cash out accrued PTO up to a maximum of 80 PTO hours in a calendar year. No more than four PTO cash out requests shall be permitted per year. Buy-back requests shall be made in increments of 20, 40, 60, and 80 hour blocks. No buy-back will be allowed if the remaining accrued PTO of the employee would be less than 80 hours after the buy-back is complete.

## **For Accounting Use Only**

Total PTO Hours Available: \_\_\_\_\_

Requested Hours: \_\_\_\_\_

PTO Hours available after request: \_\_\_\_\_

PTO Hours Previously Cashed Out This Calendar Year: \_\_\_\_\_

PTO Cash Out Hours Available after this request Total: \_\_\_\_\_

PTO Remaining: \_\_\_\_\_

Senior Accountant Signature: \_\_\_\_\_

Director of Finance Signature: \_\_\_\_\_

Executive Director Signature: \_\_\_\_\_

*\*Executive Director approval needed only if ending balance under 80 hours.*

[Check one] Request Permitted:

Request Denied:

Comments: \_\_\_\_\_

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