**PTO/VACATION REQUEST FORM (COVID-19)**

Name/Nombre:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Today’s Date/Fecha de Hoy: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D.O.B. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last 4 of SS#/Ultimo 4 numeros de SS#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* \_\_\_\_**Option #1/Opción #1 - Requesting Vacation Days OFF/Solicitando Dias Libre de Vacaciones**

Vacation Dates/Fecha de Vacciones:

From/Desde:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To/Regreso:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you traveling during you time off?/Viajarás durante el tiempo libre? \_\_\_\_\_\_\_\_\_\_\_\_

If yes, where are you traveling? / Si la respuesta es sí, ¿dónde estás viajando? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I return to my case on/Regreso a mi caso el dia: Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*If traveling you must provide your flight confirmation along with your COVID-19 test results before returning to work. / Si viaja debe proporcionar la confirmación de su vuelo junto con los resultados de su prueba COVID-19 antes de regresar al trabajo*

**Failure to report travel or failure to work on the date indicated above will result in suspension and possible termination/Si no se reporta sobre su viaje o si no se reporta al trabajo en la fecha indicada arriba, resultará en suspensión y posible terminación de empleo.**

* **\_\_\_\_Option #2/Opción #2 - PTO Only/ Solicitando Pago de PTO solamente.**

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| **Coordination use only. Do not write below this line.** |

**Date Approved:\_\_\_\_\_\_\_\_\_\_\_\_\_ Date entered into Exchange: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisors Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*Must notify** [**covid@platinumhhc.com**](mailto:covid@platinumhhc.com) **if the caregiver is traveling\***

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| **Payroll Dept use only. Do not write below this line.** |

**PTO Available (in hours): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as of (Date):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PTO Paid: Circle One Yes No Date PTO Paid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reason PTO was NOT paid out: (Check one)**

**\_\_\_\_\_ Not enough hours accumulated**

**\_\_\_\_\_ PTO Hours were previously paid out on \_\_\_\_\_\_\_\_\_\_for \_\_\_\_\_\_\_\_\_\_\_\_hours.**