HUMAN RESOURCES DEPARTMENT

TOWN OF Payson
Arizona's Cool Mountain Town

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PTO TIME TRANSFER REQUEST

Per Section 05, 5.1.3C of the Town of Payson Personnel Policy: Paid Time Off may be transferred from one employee to another on an hour for hour basis if an emergency situation exists, both employees agree in writing to the transfer, and the transfer is approved by Human Resources.
Prior to receiving transferred paid time off, an employee must begin FMLA leave.

NOTE: Person receiving donated PTO must exhaust all of their own accrued paid leave prior to receiving donated time.

I, _____, would like to transfer _____ hours
Print Name of Person Donating PTO # of Hours

of my PTO to _____.
Print Name of Person Receiving Donated PTO

_____ _____
Signature of Person Donating PTO Date

_____ _____
Signature of Person Receiving Donated PTO Date

APPROVED BY:

_____ _____
Human Resources Manager Date