

**WASHTENAW COMMUNITY COLLEGE
PAID TIME OFF (PTO) REQUEST
CUSTODIAL/MAINTENANCE BARGAINING UNIT EMPLOYEE**

Employee Name _____ **Employee ID** _____

Request Forms Must Be Submitted To Human Resources by May 1st

SICK LEAVE RESERVE REQUEST

Custodial/Maintenance bargaining unit employee may request up to additional eighty (80) hours of PTO to be carried over into the bargaining unit individual sick bank reserve each fiscal year. This request must be submitted to Human Resources by May 1st each year of the amount of PTO they wish to carry into sick bank reserve.

I am requesting PTO hours in the amount of: _____

To be completed by the Benefits & Leave Coordinator

Processed Not Processed - reason: _____

Signature _____ Date _____

PTO PAYOUT REQUEST

Custodial/Maintenance bargaining unit employee may request a lump sum of forty (40) hours of PTO in lieu of use for payment once each June. Requests for payout must be received no later than May 1st of each year of this Agreement and will be issued the last paycheck of the fiscal year (end of June).

40 hours of PTO

To be completed by the Human Resource Coordinator

Processed Not Processed - reason(s): _____

Signature _____ Date _____

Employee Signature _____ **Date** _____