



End of Year PTO Sellback Form

Due December 13, 2024

I, _____ will have a total of _____ hours of PTO by the end of the year. Additionally, I understand that I am required to use **Thirty-Two (32) hours of my accrued PTO for the Office Closure, December 26th through the 31st.**

I also have _____ hours of PTO scheduled for the holidays on the following days:

Total PTO Hours: _____

Office Closure: _____

Scheduled PTO: - _____

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With my remaining _____ PTO hours,

- I plan to **Rollover** _____ hours into the new year and;
- **Cash Out** _____ hours.

I understand I can only **Rollover** a maximum of forty (40) hours into the new year. I also understand I can only **Cash Out** a maximum of forty (40) hours of PTO.

Employee Signature

Date