

Please clearly print and complete all items on this page:

Part 1 :: Employee Information

Client / Company Name: Stratus.hr

Employee Full Name: (First Middle Last) _____

Employee ID:*

AND/OR

Last Four of Social Security #:

Purpose: _____

Classification: PTO Days Personal Days

Leave Date: _____ Return Date: _____

_____ # of Eligible Days *Currently Available*
 _____ # of Total Days *Requested*
 _____ # of Eligible Days *Available After* this Request

Part 2 :: Employer Confirmation

I am submitting this request for approval of planned time off. I acknowledge that I am required to request planned time off at least 14 days in advance. I understand that each request will be reviewed based on a number of factors, including, but not limited to the seniority, business needs, staffing needs, quality of work performance, etc.

Signature of Employee

Date (MM/DD/YYYY)

Signature of Supervisor

Date

REQUEST INSTRUCTIONS: All planned time-off should be requested as far in advance as possible. In considering approval for requests for time-off, management may take many things into consideration – i.e. seniority, business needs, staffing needs, quality of work performance. etc. – It is in your best interest to request any planned time-off as far in advance as possible. This includes Holidays, Personal Time, and Vacation.

* Enter your Employee ID, if known. Your Employee ID can be found on your paystub, in Tech Center or on the Mobile App. The number of digits in your Employee ID may be less than the space available above.