

2021 Sovereign 1st Quarter PTO--PLEASE FILL OUT CORRECTLY and READ OVER INFORMATION- Submit to your supervisor

Employee Name _____

Sovereign Commercial Services

Full time or Part time (circle one) Location you are assigned _____

TIME OFF: You are eligible to use your PTO after completing 90 days.
When requesting time you must submit this PTO quest so that coverage is provided. Please refer to the PTO Time and policy. **This has changed for 2020**. Please be mindful of all unpaid time off.

PAY REQUEST:
If you are requesting PTO- either in hours or days, fill out the bottom section to be paid according to the month.

The Request for Time off is given to your Supervisor.
You may ask for time off in increments of 1 hour or more.

Pay request must be handed no later than the
Monday following the end of the pay week, in order to be paid for the time.
Please remember the 5 Point Unpaid Time Off system in the handbook.



January						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

CASHING IN PTO ONLY SECTION

PLACE THE NUMBER OF HOURS YOU WOULD LIKE US TO CASH IN

Total hours _____ Total Hours _____ Total Hours _____

Circle the days you are requesting for each pay week. Be sure you write in how many hours you are using to be paid correctly.

= Not Available (please check with your manager for alternate dates or coverage, esp. during the holidays). We will try to accommodate when possible.

Employee Signature _____ **Date** _____

Supervisor Approval _____ **Date** _____

This form is available **online** each quarter. You can print as you need and be sure to submit to your supervisor for approval. Please give as much advance notice to ensure your request can be met. www.sovereigncs.com. **If you are faxing send to : 1-866-535-9773 or email: hrresume@sovereigncs.com. Please be sure your supervisor signs off on all requested time off before you submit to HR DEPT.**