



COUNTY OF MENARD

USE OF PAID TIME OFF (PTO)

Paid time off includes sick and vacation day. Full and part time employees are awarded PTO at .0577 PTO hours per one hour worked. PTO may only be used in full hour increments. PTO is not earned during paid time off. The maximum PTO balance allowed to accrue is 120 hours. An employee is allowed to carry over into the next fiscal year a maximum of 80 PTO hours. An employee may ask for cash (paid at the employee's regular hourly pay rate) for up to 80 PTO hours per year. When an employee is absent from work for either personal, vacation, or sick leave – that time will be deducted from their accrued PTO.

To apply for use of PTO, the employee must fill out the form below. Please note: the first section is for use of PTO for absence from work (personal, vacation or sick leave). The second portion is for the PTO Cash option. No more than 80 hours per fiscal year and paid that the employee's normal hourly wage.



Employee Date



PTO HOURS FOR ABSENCE FROM WORK

Date Absence Started _____ Date Returned to Work _____

Total Number of PTO hours used for absence _____ (1)

Notes for Absence (Optional)



PTO HOURS REQUESTED FOR CASH OPTION

Total number of PTO hours to Cash Out _____ (2)

You may cash out up to 80 hours of PTO per fiscal year (Oct. 1 – Sept 30).



Total PTO Hours Requested (total of both Absence from Work and Cash Option) _____

I herby certify that this statement is true and correct. (1) + (2)

Department Head Signature Date

Employee Signature Date