automated business products

Time Off Tracker

Today's Date ☐

Employee Name ☐

Date(s) Requested/Taken ☐

Reason for PTO

☐ Personal
☐ Funeral Leave
☐ Jury Duty
☐ Short Term Disability

PTO Policy Information

Personal Time:	Vacation, Illness, Personal Appointments, Etc
Funeral Leave:	Two (2) PTO days for the death of a member of your immediate family (a parent or primary caregiver, spouse, spouse's parent or primary caregiver, child, spouse's child of a former marriage, brother or sister). One (1) PTO day for the death of a member of your extended family (a grandparent, spouse's grandparent or spouse's sibling, or any member of your extended family living in your home).
Jury Duty:	ABP will pay your regular salary while you are on jury duty for up to three (3) days. If additional days are needed for jury duty, ABP will allow the employee to use PTO days for this purpose. In order to receive your regular salary while on jury duty, you must present a statement of jury service to your supervisor.
Short Term Disability:	Two week elimination period before disability pay begins

Additional Information

If other arrangments have been made between you and your manager, please explain in detail below:

Acknowledgement

Signature of Employee

X_____

Signature of Manager

X_____