



PUSHMATAHA HOSPITAL

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PTO BUY OUT REQUEST

- All hours paid on this request are subject to the 80 hour per 12 month maximum buyout hours as outlined in the most current Paid Time Off policy.
- You may not request a buyout if your PTO balance is less than 40 hours.

Employee Name

Employee ID Number

Today's Date

Requested PTO Hours: _____ hrs

Note: All payments and exchanges will be made the next payroll check

DONATION REQUEST

- All hours paid on this request are subject to the 80 hour per 12 month maximum buyout hours as outlined in the most current Paid Time Off policy
- You may not request a buyout if your PTO balance is less than 40 hours.
- Donations are to be made in whole dollars
- PTO hours may be used to offset amounts donated. Any difference remaining from hours requested and the whole dollars donated will be adjusted in your net pay
- Your donation will appear as a deduction on your next paycheck (and as a corresponding negative-deduction on the recipient's paycheck, if you are donating to an employee)

Employee Name

Employee ID Number

Today's Date

Donation _____

Name of Recipient

Donation Amount: \$ _____ .00

Employee Signature: _____ Date: _____

Supervisor Approval: _____ Date: _____