

**Shasta Head Start Child Development, Inc.
PTO Cash Out**

Name

*Current PTO Balance

**PTO Cash Out Requested

Employee Signature

Date

Manager Signature

Date

*An employee must maintain a minimum balance of 60 hours of PTO to be eligible to cash out.

**Please request PTO Cash Out in whole hour increments only.

REMINDER: PTO Cash out will be combined with any paid time during the pay period and added to the employees regular paycheck.