

# PTO LIABILITY LEDGER

Company: \_\_\_\_\_

LEDGER PERIOD / DATE

PREPARED BY

APPROVED BY

CURRENCY

TOTAL CUMULATIVE ACCRUED HOURS

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TOTAL CUMULATIVE USED HOURS

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TOTAL OUTSTANDING PTO BALANCE

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TOTAL ESTIMATED PTO LIABILITY (\$)

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**TOTAL**

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**Prepared By (Signature) Date**

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**Authorized Approval (Signature) Date**