

# PTO BALANCE SHEET

Employee Name		Pay Period Start	
Employee ID		Pay Period End	
Department		Manager/Supervisor	

## PTO BALANCE SUMMARY (HOURS)

PTO Type	Beginning Balance	Accrued / Earned	Used (Current Period)	Adjustments	Ending Balance
Vacation Leave					
Sick Leave					
Personal Leave					
Other / Compensatory					
<b>Total Hours</b>					

## DETAIL OF PTO USED IN CURRENT PERIOD

Date	PTO Type	Hours Used	Reason / Description	Approved (Y/N)
<b>Total Hours Used:</b>				

Employee Signature

Date: .....

Supervisor / HR Signature

Date: .....