Family PTO Request Form

40 hours of Family PTO is given to each participant per budget year; this benefit is a direct benefit from the fringe pool. This benefit is available to full-time staff (post probationary period) and can be requested by the participant or the representative. Any full-time staff can receive up to 40 hours of Family PTO within their employment anniversary year. It can be used when you are going on vacation, for challenging medical times or extenuating circumstances. The request will be reviewed and final approved by the FI, AIM Services Inc.

Instructions: Complete the form when requesting Family Paid Time Off. FI Coordinator will email back to you when hours have been entered.

Participant: _____ Budget Year: _____

Staff Name: _____

Date Submitted: _____

Date							
Number of Hours							

Detailed reason for request (participant request, hospitalizations, etc):

_____
_____
_____
_____
_____

Signature of approval and completion: _____

Family PTO Balance: _____

Date Completed: _____