



Lakeshore Talent Paid Time Off (PTO) Request Form

Only those employees who have enrolled in our PTO/Holiday Pay Benefit will be eligible to receive PTO. If you have enrolled in this plan, you must request approval from your supervisor. Once approved, you must send this document, signed by both you AND the employer, to Courtney Hinkle, (chinkle@lakeshoretalent.com).

Please complete the details below:

Lakeshore Talent Employee Name _____
Date PTO to start: _____
Date PTO to end: _____
Total Days of PTO Requesting: _____
Total Hours of PTO Requesting (7.5 hours per day): _____

For Lakeshore Talent Employee: By signing below, I am requesting to use my accrued PTO through Lakeshore Talent. If it is found that I do not have enough PTO accrued through Lakeshore Talent or I am not signed up for PTO benefits, I understand Lakeshore Talent will contact me directly and I will not be paid PTO.

Lakeshore Talent Employee Signature

Date

For Employers: By signing below, I approve the Lakeshore Talent Employee to take the days requested above as PTO paid by Lakeshore Talent. I understand I will not be billed for these hours and the Lakeshore Talent employee will be returning the first business day after the last day of PTO requested.

Employer Signature

Date

STATEMENT OF PRIVACY

This document contains sensitive and proprietary information concerning the strategic nature of Lakeshore Talent and is not intended for public use.