



SINCERE HOME CARE
REAL PEOPLE. SUPREME SUPPORT.

SINCERE HOME CARE PTO FORM

You are eligible for Paid Time Off (PTO) if:

- Have accrued eligible PTO hours; you will earn 1 PTO hour for every 40 hours worked.
- Your PTO balance is available on your ADP Paystub.
- The Participant has approved to your use of PTO.
- You may use PTO hours when the participant is hospitalized.

Refer to the Paid Time Off policy for more information regarding eligibility.

Name (print) _____ PCA Number: _____ Date: _____

REQUEST FOR PAID TIME OFF

Start Date: _____ End Date: _____ Total Hours Requested: _____

Comments: _____

I am requesting to use ____ hours of PTO while the participant is in the hospital. Signature of the Participant/RP is not required (only if the recipient is unable to sign).

I am requesting to be paid for ____ hours of PTO. Signature of Participant/RP is required.

Employee Signature: _____ Date

Participant/RP Signature: _____ Date

Signature by the Participant/RP indicates approval of PTO – **Participant/RP is responsible for securing replacement care.**

Approval by Employee and the Participant/RP does not guarantee payment of time off.

This PTO form must be submitted with your timecard for the period in which you are requesting PTO.

Internal use only – to be completed by Sincere Home Care:

____ APPROVED ____ DENIED ____ No Paid Time Available ____ Other _____

Admin. Initials: _____