



***Ardelle Associates, Inc***

7002-N Little River Turnpike

Annandale, VA 22003

Phone: 703-642-9050

Fax: 1-866-598-3024

FEIN: 54-1385814

**\*\*\*\*\*PTO Request Form\*\*\*\*\***

Please use this form when using accrued Paid Time Off (PTO). PTO must be taken in 1(one) hour increments. In order to be paid for your PTO, you must submit your request form to the Payroll Office at least 1 week prior to the dates that you are requesting for PTO. Failure to submit your PTO Request in a timely manner will delay payment of your PTO. Submit this form by faxing to 1-866-598-3024.

Employee Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Dates Requested off: \_\_\_\_\_

Number of Hours per day: \_\_\_\_\_

Work Site Company Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Site Supervisor Approval: \_\_\_\_\_

**PLEASE FAX THIS FORM TO:**

**1-866-598-3024**

**\*\*Please call 703-642-9050 to confirm receipt\*\***