



Respite Time Off Request

Name: _____ Level: _____ Region : _____

PTO Request:

Date Submitted: _____ *Total Hours: _____

**Note, PTO must be taken in 1-hour increments and any hours submitted will be subject to the 29 hour maximum per week for the week the request was submitted.*

Employee Signature: _____

Approved By: _____ Date: _____

Please submit all requests to Payroll@namimaine.org for approval. If you request time that you have not currently accrued, your request will be denied and your sheet will be sent back. Current PTO totals can be found at the top of your pay stub on the Bangor Savings Bank Portal.