



BAY COUNTY BOARD OF COUNTY COMMISSIONERS

PTO DEFERRAL REQUEST FORM

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

Job Title: \_\_\_\_\_ Dept/Div: \_\_\_\_\_

Per the Bay County Board of County Commissioners Paid Time Off (PTO) policy, employees are not allowed to roll over PTO hours on January 1st in excess of the amounts listed in the table below unless they submit a request in advance using the PTO Deferral Request Form to their Department Director for approval, and then to the County Manager for final approval. The policy also states that employees must use their excess PTO hours by the end of the 1st quarter (March 31st) or the excess shall be forfeited.

Earned PTO may not exceed:

Regular employees who work 80 hours per pay period with no scheduled overtime	480 Hours
Emergency Services and other employees who work 76 regular hours and 8 scheduled overtime hours per pay period	504 Hours
Emergency Services employees who work 106 regular hours and 6 scheduled overtime hours per pay period	672 Hours
Emergency Services employees who work 80 regular hours and 32 scheduled overtime hours per pay period	672 Hours

In accordance with this policy, I am requesting to roll over \_\_\_\_\_ PTO hours to the next calendar year. I understand these excess PTO hours must be used by March 31st or they will be forfeited.

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

\_\_\_\_\_  
Date

Approved:

\_\_\_\_\_  
Department/Division Director/Chief - Signature/Print

\_\_\_\_\_  
Date

**(Do Not Write Below This Line)**

Date Received in HR: \_\_\_\_\_

County Manager Final Approval: \_\_\_Yes \_\_\_No

\_\_\_\_\_  
County Manager Signature

\_\_\_\_\_  
Date