



Uintah Basin  
Healthcare

## PTO Cash out Request Form

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

Emp. # \_\_\_\_\_

### Criteria for PTO Cash Out:

- Employee must maintain a minimum of 80 hours in their PTO bank.
- Employee must have used 40 hours of PTO during the 12 months prior to the cash out request.
- Hours cashed out must be in whole number increments.
- Cash outs will be processed in conjunction with regularly scheduled payroll cycles.

PLEASE NOTE: PTO cash in wages are subject to federal tax withholding, 401K, in addition to social Security, Medicare and applicable state tax withholding.

Current PTO Balance: \_\_\_\_\_ Amount of Hours to be cashed in: \_\_\_\_\_

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

Supervisors Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_