

# TOMBALL REGIONAL HOSPITAL

## PTO BUY BACK REQUEST FORM

### Guidelines for Buy Back of PTO

- You must have in excess of 104 hours of PTO in order to place a request for Buy Back.
- The PTO Buy Back rate is at 75% of your current base pay rate.
- You may Buy Back PTO at any time, as long as your PTO bank maintains a minimum balance of 104 hours.
- Your PTO Buy Back form will be processed in the pay period that you submit it and subsequently paid and direct deposited by the end of the pay week for that pay period.

**Employee Name:**

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**Last**

**First**

**MI**

**Employee Number:** \_\_\_\_\_

**Employee Department:** \_\_\_\_\_

**Employee Work Number:** \_\_\_\_\_

**Employee Home Number:** \_\_\_\_\_

I wish to buy back \_\_\_\_\_ hours from my PTO Bank.

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**Employee's Signature**

**Date**

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**Human Resources Approval**

**Date**