



Caddo Nation of Oklahoma

P.O. Box 487 | Binger, OK 73009

## PTO Cash out Request Form

Employee			
Current PTO Balance		Amount of Hours to be cashed in	

- Employee must maintain a minimum of 40 hours in their PTO bank.
- Hours cashed out must be in whole number increments.
- Cash outs will be processed in conjunction with regularly scheduled payroll cycles

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

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR Signature: \_\_\_\_\_ Date: \_\_\_\_\_