



# PTO Payout Request Form

This form is used to request a PTO Payout from your PTO Overflow Bank during the calendar year 2026. 100 hours are available to cash-in per payroll dates provided below. The maximum payout is up to 300 hours. Amounts must be in increments of not less than 5 hours. Requests must be sent to [payroll@nwkidney.org](mailto:payroll@nwkidney.org) for processing.

Note: This payout will be done at the same time as payroll but will be a separate direct deposit to your account and subject to the federal tax rate of 22%.

## Employee Information

Employee Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Department/Job Title: \_\_\_\_\_

Manager Name: \_\_\_\_\_

## Request Details

Select the payroll check date below you are requesting a PTO Payout for. Requests may be submitted up to 2 weeks prior to payout date.

February 20, 2026

April 3, 2026

July 10, 2026

October 2, 2026

Total PTO Overflow Bank Hours Available: \_\_\_\_\_

PTO Overflow hours Requested for Payout: \_\_\_\_\_

## Acknowledgment

I understand that this request is subject to company policy and applicable state laws. By signing below, I confirm that the information provided is accurate.

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

Date: \_\_\_\_\_

Payroll Approval: \_\_\_\_\_

Date: \_\_\_\_\_