



REQUEST FOR TRANSFER OF PTO/VACATION HOURS

I hereby authorize Gustavus Adolphus College to deduct _____ hours or _____ days from my PTO/vacation balance and transfer them to the PTO/vacation balance of the employee requesting donated hours.

Employee Signature

Date

Please return this form to Payroll, located in the Finance Office.

This is to confirm that _____ hours or _____ days of PTO/vacation were deducted from your PTO/vacation balance on _____ and have been transferred in accordance with your request.

Director, Payroll and Finance Operations

Date

MAKE YOUR LIFE COUNT