



Paid Time off (PTO) Payout Request Form

I, _____, would like to cash out _____ hours of my PTO.

I understand that:

- PTO will be paid out at my current rate of pay.
- Payout will be subject to all applicable taxes and federal tax withholding.

Please circle the month for your payout: June December

Employee Signature

Date

Property Name

Human Resource/Payroll Signature

Date

Please fax this form to Human Resources at 503-546-7588. If you have any questions please call Human Resources at 503-445-2793.