



PTO Submission Instructions

Enter your first and last name

Enter your email address

RCC Personal Time Off (PTO) Submission Form

Your Name *

Your Email *

First Name

Last Name

Location *

Select your work location

☐ Submit PTO ☐ Cancel PTO

Select to Submit or Cancel PTO

Instructions:

PTO Submissions must be entered by 10:00 AM EST, Monday, for inclusion in the corresponding pay period.

☒ PTO Request #1

☐ PTO Request #2

☐ PTO Request #3

☐ PTO Request #4

☐ PTO Request #5

Select the number of days you are requesting

PTO Date *

Select date

PTO Hours Submitted *

Select the amount of PTO, must be in 15-minute increments

[Save and Resume Later](#)

Submit Form