



**Official Procedure
of
Ogden Preparatory Academy**

6. Human Resources

6.02.TPL.1 Donation Of Personal Time Off Form

Effective/Revision Date: 01/03/2018

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Name of Donor:	Date:
Name of Recipient:	
PTO Hours to be donated:	PTO Hours Remaining after donation:

Signature of Donor

Date

Administrative Approval Signature

Date

Reason for denial:

Document History

Approved: 01/03/2018

Legal References