Personal Day Buy Up
Request Form

PERSONAL DAY BUY- UP

QCRH realizes that employees have occasional "time away from work" needs during the course of the year that exceed the Personal Day policy. Employees working at least 20 hours per week will be able to purchase up to four (4) additional personal days per calendar year. The cost will be calculated using the rate of pay for the calendar year in which the PTO is purchased. The cost of the PTO days will be payroll deducted over the remaining pay periods of the calendar year.

The additional PTO days purchased will be deducted first from the employees paid time off bank and cannot be carried over. Employees will submit a Personal Day Buy Up request form to Human Resources.

I would like to purchase additional personal days in the calendar year 2026.

___ Purchase 1 day ___ Purchase 3 days
___ Purchase 2 days ___ Purchase 4 days

I am:

____ Full-time
____ Part-time

I understand that if I terminate during the course of the year, any unpaid amount will be owed to the Company.

Employee Name: _____ *(please print)*

Employee Signature: _____ Date: _____

Please have your Supervisor sign the Supervisor Acknowledgement below:

As Supervisor of the employee named above I acknowledge that I have been advised of the additional PTO to be purchased by this employee.

Supervisor Name: _____ *(please print)*

Supervisor Signature: _____ Date: _____

Completed request form to be submitted to Human Resources.

HR USE ONLY:
Total cost to be payroll deducted: $_____

_____ # Hours Purchased x $_____ Hourly Pay Rate / _____ # Pay Periods remaining in year = $_____Per Pay Period Deduction

Human Resources Signature: _____ Date: _____