

**PROGRESS, INC.
TRANSFER OF PTO TO CSR
(FROM EMPLOYEE TO EMPLOYEE)**

TRANSFERRING EMPLOYEE NAME: _____

TOTAL PTO ACCRUED: _____ Hrs

PTO HRS TO TRANSFER: _____ Hrs

PAYROLL DATE ON WHICH TO TRANSFER: _____

RECEIVING EMPLOYEE NAME: _____

FISCAL DIRECTOR

DATE

PAYROLL APPROVAL:

DATE