



995 Worthington Street, Springfield, MA 01109  
 Telephone (413) 734-5376 FAX (413) 737-7949

**REQUEST FOR PAY IN LIEU OF TIME (PILOT)**

Name \_\_\_\_\_ Week Ending \_\_\_\_\_ (Sunday)

Title \_\_\_\_\_ Program/Dept. \_\_\_\_\_

Total PTO hours requesting \_\_\_\_\_ (remaining balance must be at least 40 or if requesting >40, balance must match number of hours requested).

Tiers	Monthly Accrual Rate Ranges	Maximum # of Hours in Fiscal Year
Tier 1	12.5 hrs - 16.5 hrs	40
Tier 2	17.0 hrs – 21.0 hrs	50
Tier 3	21.25 hrs – 23.25 hrs	60
Tier 4	24.0 hrs – 26.5 hrs	70

Employees may request PILOT up to 2X per Fiscal Year but total number of hours requested between the 2X cannot exceed the applicable maximum.

Because PILOT requests are processed with payroll, the Fiscal Office must receive requests by noon on Mondays. Late requests will not be processed until the following payroll week.

PILOT payments will be processed as a separate check and direct deposited in the same manner as your regular paycheck.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

**Do not write below this line. Fiscal Office use only**

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Maximum # of hours employee eligible to be paid via PILOT in current year: \_\_\_\_\_

Number of hours previously paid via PILOT in current year: \_\_\_\_\_

Current balance of PTO (must be at least 40): \_\_\_\_\_ PTO Accrual Start Date: \_\_\_\_\_  
 (Employee must have been earning PTO for 6 consecutive months before requesting PILOT)

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

CODE	HOURS	DIV/BRANCH/DEPT

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