

UNIVERSITY OF DENVER
Graduate School of Professional Psychology

Psychology Internship Consortium

PAID TIME OFF REQUEST FORM

Intern's Name:

Primary Supervisor's Name:

Date/s PTO Requested:

Date/s Sick Leave Requested:

Total Hours:

Intern's Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____

- Verifiable ink or electronic signature required.
- Open in Adobe Acrobat. Choose "Edit". Choose "Fill in Form Fields". Use Type Text and double click where you want to add text. Click "..." to insert a signature. "Save as" and keep in your records.
- Submit in PDF format to [Megan Mall](mailto:megan.mall@du.edu) at: megan.mall@du.edu

DU Holidays 2026-2027:

9/7/2026	Labor Day
11/26-27/2026	Thanksgiving Day
TBD	Half day following holiday party
12/25-31/2026	Winter holiday
1/1/2027	New Year's Day
1/18/2027	Martin Luther King Jr. Day
5/31/2027	Memorial Day
6/18/2027	Juneteenth (observed)
7/5/2027	Independence Day (observed)

Sick time:

4 hours accrued after each month of work.
Submit sick time above.