



PORT HURON

Request for Scheduled Absence

Today's Date: _____

To: _____

From: _____

I would like to request the following time off:

PTO (list first and second choice; time off requests should be inclusive of all requested days off)

Other (Jury Duty, Bereavement, etc)

Dates: _____

Comments: _____

PTO Hours Available: _____

___ Approved Contingent on available PTO hours at time of absence.

___ Not Approved

I have read this request for time off and found it correct.

Date

Employee Signature

Date

Supervisor Signature



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