

PORT HURON



Request for Scheduled Absence	Request for Scheduled Absence
Today's Date:	Today's Date:
To:	To:
From:	From:
I would like to request the following time off:	I would like to request the following time off:
□ PTO (list first and second choice; time off requests should	□ PTO (list first and second choice; time off requests should
be inclusive of all requested days off)	be inclusive of all requested days off)
Other (Jury Duty, Bereavement, etc)	□ Other (Jury Duty, Bereavement, etc)
Dates:	Dates:
Comments:	Comments:
PTO Hours Available:	PTO Hours Available:
Approved Contingent on available PTO Not Approved hours at time of absence.	Approved Contingent on available PTO hours at time of absence. Not Approved
I have read this request for time off and found it correct.	I have read this request for time off and found it correct.
Date Employee Signature	Date Employee Signature
Date Supervisor Signature	Date Supervisor Signature

White Copy: Manager Yellow Copy: Employee MHCC-612-PH (6.18) White Copy: Manager Yellow Copy: Employee MHCC-612-PH (6.18)