



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

White Copy: Manager
Yellow Copy: Employee