



HEALTH CARE

- McLaren Bay Region
- McLaren Central Michigan
- McLaren Clarkston
- McLaren Flint
- McLaren Greater Lansing
- McLaren Health Care
- McLaren Health Plan
- McLaren Homecare Group
- Karmanos Cancer Institute

- McLaren Lapeer Region
- McLaren Macomb
- McLaren Medical Group
- McLaren Northern Michigan
- McLaren Oakland
- McLaren Port Huron
- Other \_\_\_\_\_

**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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