

**McLaren Print System Order**

Order No: 42024  
Order Date: 2019-01-17  
User: Marguerite Pardy  
Phone: 810-342-2262

Ship Location: McLaren Flint-3North Attn: Rita  
401 S. Ballenger Hwy  
Flint, MI 48532

Forms  
Quantity: 100  
Paragon Dept No: 36710  
Dept Name: IV Therapy  
Company Number: 60

Order Total Price: 11.17

Item Number: MHCC-612  
Item Description: Request for Scheduled Absence  
Revision Date: 7/2014  
Print: 1 sided black and white  
Paper: 3 Part (White, Yellow, Pink)  
Size: 8.5 x 11  
Fold:  
Finish:  
Drill:  
Misc Info:



McLaren Flint Region  
 McLaren Eastern Michigan  
 McLaren Jackson  
 McLaren Kalamazoo  
 McLaren Lapeer Region  
 McLaren Macomb  
 McLaren Medical Group  
 McLaren Northern Michigan  
 McLaren Saginaw County  
 McLaren Spectrum Health  
 McLaren Health Care  
 McLaren Intensive Care  
 McLaren Cancer Institute  
 Other \_\_\_\_\_

**Request for Scheduled Absence**

Today's Date: \_\_\_\_\_  
To: \_\_\_\_\_  
From: \_\_\_\_\_

I would like to request the following time off:

PTO (to be used within one of requests must be within 90 days of request date)  
 Other (to be used within one of requests must be within 90 days of request date)

Comments: \_\_\_\_\_

PTO Hours Available: \_\_\_\_\_ Not Approved  
Approved: \_\_\_\_\_  
I have read this request for time off and find it correct.

Date: \_\_\_\_\_ Employee Signature: \_\_\_\_\_  
Date: \_\_\_\_\_ Supervisor Signature: \_\_\_\_\_



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**Spec Info:**