

McLaren Print System Order

Order No: 42841
Order Date: 2019-02-12
User: Stacey Engberg
Phone: 342-2546

Ship Location: McLaren Flint/ *** New location*** 4S CM/SW hall
401 South Ballenger Highway
Flint, Mi 48532

Forms

Quantity: 100
Paragon Dept No: 91020
Dept Name: Nursing Services/ACP/4S
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 Jackson Region
 McLaren Jackson Medical Center
 McLaren Jackson North Campus
 McLaren Jackson South Campus
 McLaren Jackson West Campus
 McLaren Jackson East Campus
 McLaren Jackson Health Care
 McLaren Jackson Home Care
 McLaren Jackson Hospice
 McLaren Jackson Rehabilitation
 McLaren Jackson Senior Living
 McLaren Jackson Specialty Care
 McLaren Jackson Support Services
 McLaren Jackson Training & Development
 McLaren Jackson Information Systems
 McLaren Jackson Legal & Compliance
 McLaren Jackson Risk Management
 McLaren Jackson Safety & Security
 McLaren Jackson Facilities Management
 McLaren Jackson Environmental Services
 McLaren Jackson Patient Services
 McLaren Jackson Quality Improvement
 McLaren Jackson Research & Innovation
 McLaren Jackson Community Outreach
 McLaren Jackson Employee Relations
 McLaren Jackson Human Resources
 McLaren Jackson Finance & Administration
 McLaren Jackson Information Technology
 McLaren Jackson Marketing & Communications
 McLaren Jackson Patient Safety
 McLaren Jackson Regulatory Affairs
 McLaren Jackson Supply Chain Management
 McLaren Jackson Vendor Management
 McLaren Jackson Contract Management
 McLaren Jackson Procurement
 McLaren Jackson Construction Management
 McLaren Jackson Maintenance Management
 McLaren Jackson Energy Management
 McLaren Jackson Environmental Health & Safety
 McLaren Jackson Fire & Life Safety
 McLaren Jackson Security Management
 McLaren Jackson Risk Assessment
 McLaren Jackson Business Continuity
 McLaren Jackson Disaster Preparedness
 McLaren Jackson Crisis Management
 McLaren Jackson Public Affairs
 McLaren Jackson Media Relations
 McLaren Jackson Community Relations
 McLaren Jackson Government Relations
 McLaren Jackson Industry Relations
 McLaren Jackson Academic Relations
 McLaren Jackson Professional Relations
 McLaren Jackson International Relations
 McLaren Jackson Other

Request for Scheduled Absence

Today's Date: _____
 To: _____
 From: _____

I would like to request the following time off:
 PTO (for two week notice, one of requests must be volume of at least 1000 hrs)
 Other (for two week notice, one of requests must be volume of at least 1000 hrs)

Comments: _____

PTO Request Available: _____ Not Approved
 Approved: _____

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

Date: _____ Employee Signature: _____
 Date: _____ Supervisor Signature: _____

McLaren Flint Region
 McLaren Jackson Region
 McLaren Jackson Medical Center
 McLaren Jackson North Campus
 McLaren Jackson South Campus
 McLaren Jackson West Campus
 McLaren Jackson East Campus
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Comments: _____

PTO Request Available: _____ Not Approved
 Approved: _____

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

Date: _____ Employee Signature: _____
 Date: _____ Supervisor Signature: _____

Spec Info: