

McLaren Print System Order

Order No: 45320
Order Date: 2019-05-13
User: Sue Siavoshnia
Phone: 810-342-2337

Ship Location: McLaren -Flint -1 South Lab ATTN: SUE SIAVOSHANIA
401 S Ballanger Hwy
Flint, mi 48532

Forms

Quantity: 500
Paragon Dept No: 34010
Dept Name: Laboratory
Company Number: 60

Order Total Price: 50.38

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 Erie Region
 McLaren Eastern Michigan
 McLaren Flint
 McLaren Grand Rapids
 McLaren Jackson
 McLaren Kalamazoo
 McLaren LeAnn
 McLaren Macomb
 McLaren Mount Carmel
 McLaren Northville
 McLaren Okemos
 McLaren Port Huron
 McLaren Saginaw
 McLaren Spectrum Health
 McLaren Westland

Request for Scheduled Absence

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

I would like to request the following time off:
 PTO (to be used within 90 days of request must be within 60 days of request)
 Other (List Day, Reason, etc.) _____
Date: _____ Employee Signature: _____
Date: _____ Supervisor Signature: _____

PTO Hours Available: _____ Not Approved
Approved: (Date & Signature) _____
I have read this request for time off and found it correct.

Spec Info:



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