

McLaren Print System Order

Order No: 47503
Order Date: 2019-08-06
User: Rochelle Wilson
Phone: 810-342-2375

Ship Location: McLaren Flint -4 South Attn: Rochelle Wilson
401 S. Ballenger Hwy
Flint, MI 48532

Forms
Quantity: 500
Paragon Dept No: 91570
Dept Name: Case Management
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 Flint Region
 McLaren Jackson Region
 McLaren Jackson Valley Region
 McLaren Kalamazoo Region
 McLaren LeAnn Region
 McLaren Macomb
 McLaren Midland Region
 McLaren North Branch
 McLaren Okemos Region
 McLaren Shiawassee Region
 McLaren South Branch
 McLaren Sparta Region
 McLaren West Branch
 McLaren Westland Region
 McLaren Zeeland Region
 Other _____
 Unassigned

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 in volume of at least 10 days)
 Other (List Day, Reason, etc.)
Date: _____ Employee Signature _____
Date: _____ Supervisor Signature _____

PTD Request Availability
Approved: _____ Not Approved: _____
I have read this request for time off and found it correct.

Spec Info:



McLaren Flint Region
 McLaren Jackson Region
 McLaren Jackson Valley Region
 McLaren Kalamazoo Region
 McLaren LeAnn Region
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 McLaren North Branch
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