

McLaren Print System Order

Order No: 50517 Reprint Previous Order No: 8112
Order Date: 2019-11-21
User: Rebecca Miller
Phone: 3422293

Ship Location: McLaren Flint-3 south-ATTN: OR desk (Rebecca)
401 S Ballenger Hwy
Flint, MI 48532

Forms

Quantity: 100
Paragon Dept No: 30010
Dept Name: OR
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 Valley Region
 McLaren Lakeview Region
 McLaren Macomb Region
 McLaren Midland Region
 McLaren North Region
 McLaren Okemos Region
 McLaren Port Huron Region
 McLaren Saginaw Region
 McLaren Spaulding Region
 McLaren Westland Region
 McLaren Whitefish Bay Region
 McLaren Ypsilanti Region
 McLaren Zeeb Region
 McLaren 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 all requested days)
 Other (List Day, Beginning, etc)
Date: _____ Employee Signature: _____
Date: _____ Supervisor Signature: _____

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

McLaren Flint Region
 McLaren Jackson Region
 McLaren Jackson Valley Region
 McLaren Lakeview Region
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