

McLaren Print System Order

Order No: 51496 Reprint Previous Order No: 8112
Order Date: 2020-01-07
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 HEALTH CARE logo and checklist on the left. The main form area contains the following text:
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 calendar days)
☐ Other (List Day, Reason, etc.)
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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