

McLaren Print System Order

Order No: 53245 Reprint Previous Order No: 8112
Order Date: 2020-03-10
User: Vicki Stebner
Phone: 810-342-2293

Ship Location: McLaren Flint 3 South OR, Attn Jerry Provorse
401 S. Ballanger
Flint, Mi 48532

Forms

Quantity: 500
Paragon Dept No: 30010
Dept Name: OR
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 Lake Superior Region
 McLaren Macomb Region
 McLaren Mid-Michigan Region
 McLaren North Branch Region
 McLaren Okemos Region
 McLaren South Branch Region
 McLaren West Branch 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 and a half hours, one of requests must be in volume of at least 1000000)
 Other (for two and a half hours, one of requests must be in volume of at least 1000000)
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: _____



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