

McLaren Print System Order

Order No: 53526
Order Date: 2020-03-29
User: Rebecca (Becky) Roberts
Phone: 810-342-2203

Ship Location: McLaren Flint - 2 Central
401 S. Ballenger Hwy.
Flint , MI

Forms

Quantity: 500
Paragon Dept No: 23012
Dept Name: McLaren Flint - 2 Central
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 Macomb Region
 McLaren Midland Region
 McLaren Oakland Region
 McLaren Saginaw Region
 McLaren Sparta Region
 McLaren Westland Region
 McLaren Whitefish Bay Region
 McLaren Ypsilanti 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 days, one of requests must be in volume of at least 1 day)
 Other (for two and a half days, one of requests must be in volume of at least 1 day)

Comments: _____

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

Date: _____ Employee Signature: _____
Date: _____ Supervisor Signature: _____

Spec Info:

McLaren Flint Region
 McLaren Jackson Region
 McLaren Macomb Region
 McLaren Midland Region
 McLaren Oakland Region
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