

McLaren Print System Order

Order No: 59529 Reprint Previous Order No: 8112  
Order Date: 2021-01-08  
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: 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**

McLaren Flint Region     McLaren Upper Region  
 McLaren Central Michigan     McLaren Midland  
 McLaren Eastern     McLaren Midland Group  
 McLaren Eastern Group     McLaren Midland Region  
 McLaren Health Care     McLaren Flint Region  
 McLaren Health Plan     McLaren Flint Region  
 McLaren Insurance Group     McLaren Eastern Health

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**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 increments of 15 minutes)

Other (List Day, Time, Amount, etc.) \_\_\_\_\_

Comments: \_\_\_\_\_

PTO Hours Available: \_\_\_\_\_ Not Approved  
 Approved: \_\_\_\_\_  
 I have used this request for time off without it being correct.

Date: \_\_\_\_\_ Employee Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_ Supervisor Signature: \_\_\_\_\_

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