

McLaren Print System Order

Order No: 62751 Reprint Previous Order No: 8112  
Order Date: 2021-06-02  
User: Lynn Kreiner  
Phone: 810-346-2757

Ship Location: McLaren Lapeer Brown City  
7115 Cade Rd  
Brown City , MI 48416

Forms

Quantity: 100  
Paragon Dept No: 65400  
Dept Name: Lapeer - Brown City  
Company Number: 810

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 (for two and a half hours, one of requests must be in increments of 15 minutes)  
☐ Other (List Day, Time, 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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