

McLaren Print System Order

Order No: 63082 Reprint Previous Order No: 8112  
Order Date: 2021-06-17  
User: Jennifer Wheeler  
Phone: 9897795625

Ship Location: McLaren Central Michigan -- ATTN:Jennifer Wheeler  
2853 Health Parkway  
Mt. Pleasant , MI 48858

Forms

Quantity: 500  
Paragon Dept No: 50656  
Dept Name: McLaren Central Michigan  
Company Number: 810

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 Bay Region  
 McLaren Central Michigan  
 McLaren East  
 McLaren Health Care  
 McLaren Macomb  
 McLaren Mount Carmel  
 McLaren Okemos  
 McLaren Port Huron  
 McLaren Spartanburg  
 McLaren Spectrum Health  
 McLaren Tri-County  
 McLaren Westland

McLaren Cancer Institute  
 McLaren Children's Hospital  
 McLaren Heart & Vascular  
 McLaren Neuroscience  
 McLaren Orthopedics  
 McLaren Ophthalmology  
 McLaren Otolaryngology  
 McLaren Plastic Surgery  
 McLaren Pulmonary  
 McLaren Radiation Oncology  
 McLaren Spine  
 McLaren Urology  
 McLaren Women's Health

**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 increments of 0.5 days)  
 Other (for two and a half days, one of requests must be in increments of 0.5 days)

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

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

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

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