

McLaren Print System Order

Order No: 63502 Reprint Previous Order No: 8112
Order Date: 2021-07-06
User: Rebecca Miller
Phone: 3422293

Ship Location: McLaren Flint-3 south-ATTN: OR desk (Rebecca)
401 S Ballenger Hwy
Flint, MI 48532

Forms

Quantity: 500
Paragon Dept No: 30110
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
 McLaren Lakeview Region
 McLaren Macomb Region
 McLaren Macomb Valley
 McLaren Midland Region
 McLaren Midland Valley
 McLaren North Region
 McLaren North Valley
 McLaren Okemos Region
 McLaren Okemos Valley
 McLaren Port Huron Region
 McLaren Port Huron Valley
 McLaren Saginaw Region
 McLaren Saginaw Valley
 McLaren Shiawassee Region
 McLaren Shiawassee Valley
 McLaren Tawas Region
 McLaren Tawas Valley
 McLaren Westland Region
 McLaren Westland Valley
 McLaren Ypsilanti Region
 McLaren Ypsilanti Valley

Request for Scheduled Absence

Today's Date: _____
To: _____
From: _____
I would like to request the following time off:
 PTO (for two week notice, one of requests must be volume of all requested days)
 Other (for two week notice, one of requests must be volume of all requested days)
Details: _____
Comments: _____
PTO Hours Available: _____ Not Approved
Approved: _____
I have read this request for time off and found it correct.
Date: _____ Employee Signature: _____
Date: _____ Supervisor Signature: _____

McLaren Flint Region
 McLaren Jackson Region
 McLaren Jackson Valley
 McLaren Lakeview Region
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