

McLaren Print System Order

Order No: 7452
Order Date: 2014-12-03
User: Annette Sorensen
Phone: 810-342-2231

Ship Location: Inpatient Pharmacy @ McLaren - Flint, Attn: Annette
401 S. Ballenger Hwy
Flint, MI 48532

Forms
Quantity: 500
Paragon Dept No: 33010
Dept Name: Inpatient Pharmacy
Company Number: 60

Order Total Price: 48.88

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 Kalamazoo Region
 McLaren LeAnn Region
 McLaren Macomb
 McLaren Midland Region
 McLaren Muskegon
 McLaren Northern Michigan
 McLaren Okemos Region
 McLaren Port Huron
 McLaren Saginaw Region
 McLaren South Haven
 McLaren Sparta
 McLaren Westland Region
 McLaren Zeeland Region

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 (List Day, Beginning, etc.)
Date: _____
Comments: _____

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

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



McLaren Flint Region
 McLaren Jackson Region
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