

McLaren Print System Order

Order No: 7526
Order Date: 2014-12-08
User: Denise Turner
Phone: 810 342-1711

Ship Location: Denise Turner
1314 S. Linden Rd., Suite C
Flint, MI 48532

Forms
Quantity: 500
Paragon Dept No: 63550
Dept Name: McLaren-Flint Community Medical Center
Company Number: 810

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: None
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 Region
 McLaren Westland Region
 McLaren Whitefish Bay
 McLaren Zeeland Region

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 volume of at least 1 day)
 Other (List Day, Treatment, etc.)
Date: _____
Comments: _____

PTO Hours Available: _____
Approved: _____ Not Approved: _____
Date: _____
Date: _____

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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 McLaren Kalamazoo Region
 McLaren LeAnn Region
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