

McLaren Print System Order

Order No: 7557  
Order Date: 2014-12-10  
User: Rebecca Colburn  
Phone: 810 496-2507

Ship Location: Fenton Admin / Rebecca  
2420 Owen Rd.  
Fenton , MI 48430

Forms

Quantity: 500  
Paragon Dept No: 64000  
Dept Name: 64000  
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 Health Region  
 McLaren Cancer Management  
 McLaren Children  
 McLaren Community Learning  
 McLaren Health Care  
 McLaren Intensive Care  
 McLaren Ovarian Institute  
 McLaren Upper Region  
 McLaren Midland  
 McLaren Midland Group  
 McLaren Rehabilitation  
 McLaren South Campus  
 McLaren Health Plan  
 Other \_\_\_\_\_

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**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, time period, etc.) \_\_\_\_\_

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

PTO Request Availability: \_\_\_\_\_ Not Approved  
Approved: \_\_\_\_\_  
I have read this request for time off and found it correct.

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



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 McLaren Cancer Management  
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Date: \_\_\_\_\_ Supervisor Signature: \_\_\_\_\_