

McLaren Print System Order

Order No: 8072  
Order Date: 2015-01-08  
User: Melissa Hayes  
Phone: 989-779-5624

Ship Location: **Readycare**  
1523 S. Mission St., Suite #1  
Mt. Pleasant, MI 48858

Forms

Quantity: 100  
Paragon Dept No: 81095350566430  
Dept Name: Pickard Clinic  
Company Number: 810

Order Total Price: 10.87

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 Services  
 McLaren Health Care  
 McLaren Intensive Care  
 McLaren Mount Hope  
 McLaren Perinatal  
 McLaren Primary Care  
 McLaren Rehabilitation  
 McLaren Specialty Services  
 McLaren Surgery  
 McLaren Trauma  
 McLaren Women's Health  
 Other

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

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: \_\_\_\_\_

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 McLaren Cancer Management  
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