

McLaren Print System Order

Order No: 8586 Reprint Previous Order No: 8112
Order Date: 2015-01-29
User: Kirstie Goolsby
Phone: 586-978-7930

Ship Location: Kirstie Goolsby-Rizzo
30550 Utica Rd.
Roseville, Michigan 48066

Forms

Quantity: 500
Paragon Dept No: 72750
Dept Name: MMG Macomb
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:
Finish:
Drill:
Misc Info:

 **McLaren**
HEALTH CARE

McLaren Erie Region
 McLaren Eastern Michigan
 McLaren Jackson
 McLaren Macomb
 McLaren Midland
 McLaren Oakland
 McLaren St. Joseph
 McLaren Western Michigan
 McLaren Wayne County
 McLaren Health Care
 McLaren Health Plan
 McLaren Intensive Care
 McLaren Cancer Institute
 McLaren 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 volume of all requested days)
 Other (List Day, time period, etc.) _____
Date: _____
Employee Signature: _____
Supervisor Signature: _____

PTD Inquiry Available
Approved: _____ Not Approved: _____
Date: _____
Date: _____

I have read this request for time off and found it correct.

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