

McLaren Print System Order

Order No: 8664
Order Date: 2015-02-03
User: kimberly johnson
Phone: 810-342-2193

Ship Location: Kimberly Johnson
McLaren-Flint P.A.T (1 Central)
Flint , MI 48532

Forms
Quantity: 500
Paragon Dept No: 30510
Dept Name: McLaren-Flint P.A.T (1 Central)
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:



Not on Sick Report Not on Leave Report
 Not on Current Manager Not on Monthly
 Not on Calendar Not on Birth or Drug
 Not on Current Manager Not on Current Manager
 Not on Safety Activity Not on Birth or Drug
 Not on Health Care Not on Birth or Drug
 Not on Insurance Drug Other _____
 Employee Change Activity

Request for Scheduled Absence

Today's Date: _____
To: _____
From: _____

I would like to request the following time off:

PTO (for two and a half hours, one of requests must be volume of at least 80%)
 Other (for two and a half hours, one of requests must be volume of at least 80%)

Comments: _____

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

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

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



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Date: _____ Supervisor Signature: _____