

McLaren Print System Order

Order No: 47463 Reprint Previous Order No: 8112
Order Date: 2019-08-02
User: Mary Bitzer
Phone: (810) 342-1711

Ship Location: McLaren Flint CMC ****ATTN- Mary Bitzer****
1314 S Linden Rd, Suite C
Flint, MI 48532

Forms

Quantity: 100
Paragon Dept No: 50009
Dept Name: McLaren Flint CMC
Company Number: 810

Order Total Price: 11.17

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:



The form is titled "Request for Scheduled Absence" and features the McLaren logo and "HEALTH CARE" text. It includes a checklist of request types: Sick Leave Request, Vacation Leave Request, Family Caregiver Request, Personal Business, and Other. Below the checklist, there are fields for "Today's Date", "To:", "From:", and "PTO" (with a note to check one of the request types). A "Comments" section is provided for additional information. At the bottom, there are sections for "PTO Hours Available" (with "Approved" and "Not Approved" checkboxes) and a signature line for the employee, including fields for "Date" and "Employee Signature".



This is an identical copy of the form described above, positioned below the first one.