

McLaren Print System Order

Order No: 49100
 Order Date: 2019-09-30
 User: Tracy Hawk
 Phone: 810-342-4917

Ship Location: McLaren Flint /2N Attn: Tracy Hawk
 401 S. Ballenger Hwy
 Flint, MI 48532

Forms
 Quantity: 1000
 Paragon Dept No: 35010
 Dept Name: Heart & Vascular
 Company Number: 60

Order Total Price: 96.00

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:

Request for Scheduled Absence

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

I would like to request the following time off:
 PTO (to be used against time) one of requests must be in place of all requested days off
 Other (List Day, Reason, etc.) _____
 Date: _____ Employee Signature: _____
 Date: _____ Supervisor Signature: _____

PTO Hours Available: _____ Not Approved
 Approved (enter amount) _____
 I have used this request for time off without it correct.

Spec Info:

Request for Scheduled Absence

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