

McLaren Print System Order

Order No: 49353 Reprint Previous Order No: 8112  
Order Date: 2019-10-09  
User: Shannon Pierce  
Phone: 810-496-0900

Ship Location: Grand Blanc Occupational and Convenient Care  
2313 E Hill Rd  
Grand Blanc, MI 48439

Forms

Quantity: 100  
Paragon Dept No: 64100  
Dept Name: Grand Blanc Occupational and Convenient Care  
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:

McLaren HEALTH CARE logo and checklist on the left. The main form area contains the following sections:  
**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 at least one day)  
 Other (for two and a half days, one of requests must be in increments of at least one day)  
Comments: \_\_\_\_\_  
PTO Request Available: \_\_\_\_\_ Not Approved  
Approved: (signature) \_\_\_\_\_  
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: \_\_\_\_\_