

McLaren Print System Order

Order No: 53285 Reprint Previous Order No: 8112
Order Date: 2020-03-12
User: Meggan Overstreet
Phone: 810-342-2214

Ship Location: McLaren Flint 1 Central Patient Service Center/Meggan Overstreet
401 S Ballenger Hwy
Flint, MI 48532

Forms

Quantity: 500
Paragon Dept No: 90200
Dept Name: Patient Access
Company Number: 60

Order Total Price: 50.38

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 Flint Region
 McLaren Grand Rapids
 McLaren Jackson
 McLaren Kalamazoo
 McLaren LeAnn Springs
 McLaren Macomb
 McLaren Mount Pleasant
 McLaren Northville
 McLaren Okemos
 McLaren Port Huron
 McLaren Saginaw
 McLaren Sparta
 McLaren Westland

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 volume of at least 1 day)
 Other (List Day, Treatment, etc.)
Date: _____ Employee Signature: _____
Date: _____ Supervisor Signature: _____

PTO Request Available: _____ Not Approved
Approved: (insert name) _____
I have read this request for time off and find it correct.

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