

McLaren Print System Order

Order No: 54407 Reprint Previous Order No: 8112
Order Date: 2020-05-27
User: Theda Simmonds
Phone: 989-393-2857

Ship Location: McLaren Occupational and Convenient Care - Bay City
4 Columbus Ave
Bay City, MI. 48708,

Forms

Quantity: 100
Paragon Dept No: 69100
Dept Name: Occupational 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 Bay Region
 McLaren Central Michigan
 McLaren Eastern
 McLaren Health Care
 McLaren Macomb
 McLaren Midland
 McLaren Okemos
 McLaren Port Huron
 McLaren Saginaw
 McLaren Spaulding
 McLaren St. Joseph
 McLaren Westland
 McLaren Whitefish Bay
 McLaren Wolverine
 McLaren Zeeb

McLaren Eastern Michigan
 McLaren Grand Haven
 McLaren Holland
 McLaren Jackson
 McLaren Kalamazoo
 McLaren Leaning Rock
 McLaren Northern Michigan
 McLaren Port Huron
 McLaren Saginaw
 McLaren Spaulding
 McLaren St. Joseph
 McLaren Westland
 McLaren Whitefish Bay
 McLaren Wolverine
 McLaren Zeeb

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 1000000)
 Other (for two and a half days, one of requests must be in volume of at least 1000000)
Comments: _____
PTO Request Available: _____ Not Approved
Approved: _____
I have read this request for time off and find it correct.
Date: _____ Employee Signature: _____
Date: _____ Supervisor Signature: _____

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