

McLaren Print System Order

Order No: 57566 Reprint Previous Order No: 8112
Order Date: 2020-10-12
User: Michelle Gillis
Phone: 9899564100

Ship Location: McLaren Heart Center
315 E Warwick Drive, Suite E
Alma, MI 48801

Forms

Quantity: 100
Paragon Dept No: 75525
Dept Name: McLaren Heart Center
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

McLaren Health Region
 McLaren Cancer Management
 McLaren Children
 McLaren Community Services
 McLaren Health Care
 McLaren Intensive Care
 McLaren Primary Care
 McLaren Spine & Joint
 McLaren Women's Health
 McLaren Heart & Vascular
 McLaren Rehabilitation
 McLaren Transplant
 McLaren Other

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 (for two and a half days, one of requests must be in volume of at least 1 day)

Comments: _____

PTO Request Available
Approved: _____ Not Approved: _____
Date: _____ Employee Signature: _____
Date: _____ Supervisor Signature: _____

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