

McLaren Print System Order

Order No: 7776  
Order Date: 2014-12-22  
User: Marie Schwerin  
Phone: 810-342-2279

Ship Location: McLaren Flint - LDRP  
401 S. Ballenger Hwy.  
Flint, MI

Forms  
Quantity: 500  
Paragon Dept No: 23070  
Dept Name: McLaren Flint - LDRP  
Company Number: 60

Order Total Price: 48.88

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 Jackson Region  
 McLaren Jackson Valley  
 McLaren Lapeer Region  
 McLaren Macomb  
 McLaren Midland  
 McLaren Montcalm  
 McLaren Muskegon  
 McLaren Saginaw  
 McLaren Shiawassee  
 McLaren St. Joseph  
 McLaren Washtenaw  
 McLaren Westland  
 McLaren Wood County  
 McLaren York Region  
 McLaren Other

**Request for Scheduled Absence**

Today's Date: \_\_\_\_\_  
To: \_\_\_\_\_  
From: \_\_\_\_\_

I would like to request the following time off:  
 PTO (to be used within 90 days of request must be in increments of 1/2 day)  
 Other (to be used within 90 days of request must be in increments of 1/2 day)

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PTO Request Available: \_\_\_\_\_  
Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_  
I have used this request for time off without a correct.

Date: \_\_\_\_\_ Employee Signature: \_\_\_\_\_  
Date: \_\_\_\_\_ Supervisor Signature: \_\_\_\_\_

McLaren Flint Region  
 McLaren Jackson Region  
 McLaren Jackson Valley  
 McLaren Lapeer Region  
 McLaren Macomb  
 McLaren Midland  
 McLaren Montcalm  
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Date: \_\_\_\_\_ Supervisor Signature: \_\_\_\_\_