

McLaren Print System Order

Order No: 8066 Reprint Previous Order No: 5856  
Order Date: 2015-01-08  
User: April McGree  
Phone: 810-342-2270

Ship Location: McLaren Flint - 10 Tower  
401 S. Ballenger Hwy.  
Flint, MI

Forms

Quantity: 500  
Paragon Dept No: 23040  
Dept Name: McLaren Flint - 10 Tower  
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 Kalamazoo Region  
 McLaren LeAnn Region  
 McLaren Macomb  
 McLaren Midland Region  
 McLaren North Branch  
 McLaren Okemos Region  
 McLaren Port Huron  
 McLaren St. Joseph  
 McLaren West Branch  
 McLaren Westland Region  
 McLaren Woodhaven Region  
 McLaren Zeeland Region  
 McLaren Health Plan  
 McLaren Insurance Group  
 McLaren Client Services

**Request for Scheduled Absence**

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

I would like to request the following time off:  
 PTO (for two week notice, one of requests must be in volume of at least 10 days)  
 Other (List Day, Reason, etc.)  
Date: \_\_\_\_\_ Employee Signature: \_\_\_\_\_  
Date: \_\_\_\_\_ Supervisor Signature: \_\_\_\_\_

PTO Hours Available: \_\_\_\_\_ Not Approved  
Approved: (Date & Signature) \_\_\_\_\_  
I have read this request for time off and find it correct.

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