

McLaren Print System Order

Order No: 8077
Order Date: 2015-01-08
User: Kathy Martini
Phone: 810-342-4934

Ship Location: McLaren Flint Ground Floor South Tower EVS Office
401 S. Ballenger Hwy.
Flint, MI 48532

Forms
Quantity: 1000
Paragon Dept No: 92070
Dept Name: Environmental Services
Company Number: 60

Order Total Price: 93.00

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 Medical Center
 McLaren Macomb
 McLaren Midland
 McLaren Okemos Region
 McLaren Port Huron
 McLaren Saginaw Region
 McLaren Spaulding
 McLaren St. Joseph
 McLaren Westland
 McLaren Whitman
 McLaren Other

McLaren Flint Region
 McLaren Jackson Region
 McLaren Jackson Medical Center
 McLaren Macomb
 McLaren Midland
 McLaren Okemos Region
 McLaren Port Huron
 McLaren Saginaw Region
 McLaren Spaulding
 McLaren St. Joseph
 McLaren Westland
 McLaren Whitman
 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 within 60 calendar days of request)
 Other (to be used within 90 days of request)

Comments: _____

PTO Hours Available: _____
Approved: _____ Not Approved: _____
I have read this request for time off and find it correct.

Date: _____ Employee Signature: _____
Date: _____ Supervisor Signature: _____

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