

McLaren Print System Order

Order No: 8278 Reprint Previous Order No: 8112
Order Date: 2015-01-19
User: Sandy Van Y
Phone: 810-342-4114

Ship Location: McLaren Flint - Attn: Shelly Miller (S. Van Y)
401 S. Ballenger Hwy.
Flint, MI 48532

Forms

Quantity: 500
Paragon Dept No: 34010
Dept Name: Laboratory
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**
HEALTH CARE

McLaren Erie Region McLaren Upper Region
 McLaren Eastern Michigan McLaren Midland
 McLaren Jackson McLaren Midland II Group
 McLaren Eastern Jackson McLaren Eastern Michigan
 McLaren Eastern Jackson McLaren Midland
 McLaren Health Care McLaren Perinatal
 McLaren Intensive Care McLaren Children's Hospital

Request for Scheduled Absence

Today's Date: _____
To: _____
From: _____

I would like to request the following time off:
 PTO (for two and a half hours, one of requests must be in volume of at least 1000000)
 Other (for two and a half hours, one of requests must be in volume of at least 1000000)

Comments: _____

PTD Request Availability
Approved: _____ Not Approved: _____
I have used this request for time off without a comment.

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

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