

McLaren Print System Order

Order No: 8284
Order Date: 2015-01-19
User: Pamela Dietrich
Phone: 810 953 6400

Ship Location: Pam D
2313 East Hill Road
Grand Blanc, MI 48439

Forms
Quantity: 100
Paragon Dept No: 64050
Dept Name: 64050
Company Number: 60

Order Total Price: 10.87

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 Region
 McLaren Cancer Management
 McLaren Children
 McLaren Community Learning
 McLaren Health Care
 McLaren Intensive Care
 McLaren Cancer Institute

McLaren Cancer Region
 McLaren Health Region
 McLaren Medical Group
 McLaren Rehabilitation
 McLaren Specialty Care
 McLaren Health Care
 McLaren Intensive Care
 McLaren Cancer Institute

Other _____

Request for Scheduled Absence

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

I would like to request the following time off:
 PTO (for two week check one of requests must be volume of all requested days)
 Other (List Day, Treatment, etc)
Date: _____

Comments: _____

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

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

McLaren Health Region
 McLaren Cancer Management
 McLaren Children
 McLaren Community Learning
 McLaren Health Care
 McLaren Intensive Care
 McLaren Cancer Institute

McLaren Cancer Region
 McLaren Health Region
 McLaren Medical Group
 McLaren Rehabilitation
 McLaren Specialty Care
 McLaren Health Care
 McLaren Intensive Care
 McLaren Cancer Institute

Other _____

Request for Scheduled Absence

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

I would like to request the following time off:
 PTO (for two week check one of requests must be volume of all requested days)
 Other (List Day, Treatment, etc)
Date: _____

Comments: _____

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

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