

McLaren Print System Order

Order No: 8454
Order Date: 2015-01-24
User: LaTonya Darrough
Phone: 810-342-3300

Ship Location: McLaren Flint - 4 C Surgical Care Unit
401 S. Ballenger Highway
Flint, MI 48503

Forms
Quantity: 100
Paragon Dept No: 23010
Dept Name: McLaren Flint - 4 C Surgical Care Unit
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 Flint Region
 McLaren Jackson Region
 McLaren Jackson Valley
 McLaren Kalamazoo Region
 McLaren LeAnn Region
 McLaren Macomb
 McLaren Midland Region
 McLaren Montcalm Region
 McLaren Muskegon
 McLaren Northern Branch
 McLaren Ottawa Region
 McLaren Port Huron
 McLaren St. Joseph
 McLaren Washtenaw Region
 McLaren Western Branch
 McLaren Eastern Branch

Request for Scheduled Absence

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

I would like to request the following time off:
 PTO (to be used against clock time of requests must be in increments of 15 minutes)
 Other (to be used against clock time of requests must be in increments of 15 minutes)

Comments: _____

PTO Request Available: _____ Not Approved
Approved: _____
I have used this request for time off without it being used.

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

McLaren Flint Region
 McLaren Jackson Region
 McLaren Jackson Valley
 McLaren Kalamazoo Region
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