

McLaren Print System Order

Order No: 9069 Reprint Previous Order No: 8112
Order Date: 2015-02-16
User: Kirstie Goolsby
Phone: 586-978-7930

Ship Location: Kirstie Goolsby-Rizzo
35111 Dodge Park
Sterling Heights, Michigan 48312

Forms

Quantity: 100
Paragon Dept No: 90352
Dept Name: MMG Macomb
Company Number: 810

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 CARE
 All over 1 year
 All over 2 years
 All over 3 years
 All over 4 years
 All over 5 years
 All over 6 years
 All over 7 years
 All over 8 years
 All over 9 years
 All over 10 years
 Other _____
 Extension of current leave

Request for Scheduled Absence

Today's Date: _____
To: _____
From: _____
I would like to request the following time off:
 PTO (or for and amount check one of requests must be volume of all requested days)
 Other (List Day, Reason, etc.)
Date: _____ Employee Signature: _____
Date: _____ Supervisor Signature: _____

PTO Request Available: _____ Not Approved
Approved: (insert name) _____
I have read this request for time off and find it correct.

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 All over 1 year
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