

McLaren Print System Order

Order No: 67603 Reprint Previous Order No: 8112  
Order Date: 2022-02-08  
User: Kristin Fudge  
Phone: 231-582-1515

Ship Location: McLaren Medcenter Boyne  
1249 M-75  
Boyne, mi 48712

Forms

Quantity: 100  
Paragon Dept No: 50722  
Dept Name: McLaren Medcenter Boyne  
Company Number: 810

Order Total Price: 11.17

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 Primary Care  
 McLaren Women's Health  
 McLaren Geriatrics  
 McLaren Rehabilitation  
 McLaren Behavioral Health  
 McLaren Home Care  
 McLaren Hospice  
 McLaren Palliative Care  
 McLaren Supportive Care  
 McLaren Transitions of Care  
 McLaren Value-Based Care  
 McLaren Other

**Request for Scheduled Absence**

Today's Date: \_\_\_\_\_  
To: \_\_\_\_\_  
From: \_\_\_\_\_  
I would like to request the following time off:  
 PTO (for two week notice, one of requests must be in volume of at least 10 days)  
 Other (List Day, Reason, etc.)  
Date: \_\_\_\_\_ Employee Signature: \_\_\_\_\_  
Date: \_\_\_\_\_ Supervisor Signature: \_\_\_\_\_

PTO Request Available: \_\_\_\_\_ Not Approved  
Approved: \_\_\_\_\_  
I have read this request for time off and find it correct.

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