

McLaren Print System Order

Order No: 71087
Order Date: 2022-07-08
User: Erin Smith
Phone: 810-342-2279

Ship Location: McLaren Flint - 7 South
401 S Ballenger Hwy
Flint, MI 48532

Forms
Quantity: 500
Paragon Dept No: 23070
Dept Name: LDRP
Company Number: 60

Order Total Price: 50.38

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:
Poster:
Misc Info:

McLaren HEALTH CARE

McLaren Health System
 McLaren Oakland Michigan
 McLaren Okemos
 McLaren Port Huron
 McLaren Spartanburg
 McLaren Spectrum Health
 McLaren Westland
 McLaren Macomb
 McLaren Mount Carmel
 McLaren Mount Sinai
 McLaren Palmetto Health
 McLaren Parkland
 McLaren Providence
 McLaren St. Joseph
 McLaren University of Michigan
 McLaren Wake Forest

Request for Scheduled Absence

Today's Date: _____
To: _____
From: _____
I would like to request the following time off:
 PTO (for pay and accrual show time of request below)
 Other (for pay, Bereavement, etc)
Date: _____
Comments: _____

PTO Hours Available: _____
Approved: _____ Not Approved: _____
(Please read this request for time off and if approved it comes.)

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

Spec Info: