

McLaren Print System Order

Order No: 74354
Order Date: 2022-12-30
User: Tracy Hawk
Phone: 810-342-4917

Ship Location: McLaren Flint /2N Attn: Tracy Hawk
401 S. Ballenger Hwy
Flint, MI 48532

Forms
Quantity: 1000
Paragon Dept No: 35010
Dept Name: Heart & Vascular
Company Number: 60

Order Total Price: 96.00

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

100 per 1000 pages
 100 per 1000 sheets
 100 per 1000 copies
 100 per 1000 forms
 100 per 1000 labels
 100 per 1000 envelopes
 100 per 1000 folders
 100 per 1000 binders
 100 per 1000 boxes
 100 per 1000 bags
 100 per 1000 rolls
 100 per 1000 sheets
 100 per 1000 copies
 100 per 1000 forms
 100 per 1000 labels
 100 per 1000 envelopes
 100 per 1000 folders
 100 per 1000 binders
 100 per 1000 boxes
 100 per 1000 bags
 100 per 1000 rolls

Request for Scheduled Absence

Today's Date: _____
To: _____
From: _____
I would like to request the following time off:
 PTO (for pay and accrual time, one of requests must be included if requested date is)
 Other (for pay, Bereavement, etc)
Date: _____
Comments: _____

PTO Hours Available: _____
Approved: _____ Not Approved: _____
(Please read the request for time off and confirm it correct.)

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

Spec Info: