

McLaren Print System Order

Order No: 75974 Reprint Previous Order No: 37106

Order Date: 2023-03-21 **User: Rebecca Kleeves** Phone: 8199893360

Ship Location: McLaren Port Huron 2S Surgical Services office Attn: Becky Kleeves

1221 Pine Grove Ave Port Huron, MI 48060-3568

Forms Quantity: 4

Paragon Dept No: 28550 **Dept Name: Surgical Services Company Number: 480**

Order Total Price: 31.00

Item Number: MHCC-612-PH

Item Description: Request for Scheduled Absence (Port Huron)

Revision Date: 6/2018

Print: Paper: Size: Fold: Finish: Drill:

Misc Info: packages of 100 2 part 5.5x8.5; ss; black





PORT HURON	PORT HURON
Request for Scheduled Absence	Request for Scheduled Absence
Today's Date:	Today's Date:
To:	To:
From:	From:
I would like to request the following time off:	I would like to request the following time off:
PTO (list first and second choice; time of requests should	 PTO (fait first and second choice; time of requests should
be inclusive of all requested days off)	be inclusive of all requested days off)
⇒ Other (July Duly, Benovement, etc)	G Other (July Duty, Bensweners, etc)
Dates:	Dates:
Comments:	Comments:
PTO Hours Available: Approved Contract or exists 100 Not Approved	PTO Hours Available: Approved Strington animal PTO Not Approved
Approved Service or assiste PTONot ApprovedNot Approved	Approved Central or an assistant PTONct.Approved Nct.Approved
I have read this request for time off and found it correct.	I have read this request for time off and found it correct.
Oute Employee Signature	Date Employee Signature
Date Supervisor Signature	Oute Supervisor Signature
White Date Mereger Telline Date (Impliyee 8000-01974 to 100	White Copy: Warrager Yellow Copy: Employee MICE-SP-III-0. II.