

McLaren Print System Order

Order No: 79709 Reprint Previous Order No: 5860
Order Date: 2023-09-26
User: Vicki Stebner
Phone: 810-342-2293

Ship Location: McLaren Flint 3 South OR, Attn Jerry Provorse
401 S. Ballanger
Flint, Mi 48532

Forms

Quantity: 1000
Paragon Dept No: 30010
Dept Name: OR
Company Number: 0

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:
Misc Info:

McLaren HEALTH CARE

McLaren Flint Region McLaren Upper Region
 McLaren Central Michigan McLaren Midland
 McLaren Eastern McLaren Midland & Spring
 McLaren Eastern & Spring McLaren Central Michigan
 McLaren Health Care McLaren Flint Region
 McLaren Intensive Care McLaren Upper Region
 McLaren Cancer Institute

Request for Scheduled Absence

Today's Date: _____
To: _____
From: _____

I would like to request the following time off:

PTO (for two and a half hours, one of requests must be in volume of at least 1 day off)
 Other (List Day, Biweekly, etc.)
Details: _____
Comments: _____

PTO Hours Available: _____ **Not Approved**
 Approved: _____
 I have used this request for time off without it being correct.

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

McLaren HEALTH CARE

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 Date: _____ **Supervisor Signature** _____