McLaren Business Products

McLaren Print System Order

Order No: 80723
Order Date: 2023-10-25
User: tracey sheridan
Phone: 9893280

Ship Location: mclaren port huron 2nd floor wismer pre-op attent tracey
1221 pine grove
port huron,, 48060
Forms
Quantity: 100
Paragon Dept No: 28575
Dept Name: post anesthesia care unit
Company Number: 480

Order Total Price: 6.00

Item Number: MHCC-674-PH
Item Description: Time Off Request
Revision Date: 06/2023
Print: 1 sided black and white
Paper: 2 Part (White, Yellow)
Size: 8.5 x 11
Fold:
Finish: None
Drill: None
Poster:
Misc Info: 5.5x8.5 2 Part Black

McLaren
PORT HURON

REQUEST FOR SCHEDULED ABSENCE

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

I would like to request the following time off:

❑ **PTO** (list first and second choice; time off requests should be inclusive of all requested days off)

❑ **Other** (Jury Duty, Bereavement, etc.)

Dates: _____

Comments: _____

PTO Hours Available: _____

____ Approved (Contingent on available PTO hours at time of absence) ____ Not Approved

I have read this request for time off and found it correct.

Date _____ Employee Signature _____

Date _____ Supervisor Signature _____

White Copy: Manager
Yellow Copy: Employee

Spec Info: