

McLaren Print System Order

Order No: 83668 Reprint Previous Order No: 5860
Order Date: 2024-03-08
User: Tracy Hawk
Phone: 810-342-4917

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

Forms

Quantity: 500
Paragon Dept No: 22615
Dept Name: Heart & Vascular
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:
Misc Info:



McLaren Flint Region
 McLaren Jackson Region
 McLaren Kalamazoo Region
 McLaren LeAnn Region
 McLaren Macomb Region
 McLaren Midland Region
 McLaren Saginaw Region
 McLaren Spaulding Region
 McLaren St. Joseph Region
 McLaren Westland Region
 McLaren Other

Request for Scheduled Absence

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

I would like to request the following time off:
 PTO (for two and a half days, one of requests must be in increments of 15 minutes)
 Other (for two and a half days, one of requests must be in increments of 15 minutes)

Comments: _____

PTO Request Available: _____
Approved: _____ Not Approved: _____

I have used this request for time off without it being correct.

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



McLaren Flint Region
 McLaren Jackson Region
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