

McLaren Print System Order

Order No: 88459
Order Date: 2024-09-25
Order Request Date:
User:
Phone: 810-989-3192

Ship Location: McLaren Pre Admission Testing-1st Floor by Speech
1221 Pine Grove Ave
Port Huron, MI 48060

Brochures
Quantity: 100
Paragon Dept No: 24485
Dept Name: Pre Admission Testing
Company Number:

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



REQUEST FOR SCHEDULED ABSENCE

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

I would like to request the following time off:

- PTO (1st 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 Continued 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

Spec Info: