

McLaren Print System Order

Order No: 89561
Order Date: 2024-11-05
User: Jennifer Martin
Phone: 810-989-3815

Ship Location: 1221 Pine Grove Ave
Port Huron, Mi 48060

Form
Quantity: 500
Paragon Dept No: 14340
Dept Name: Facilities
Company Number:

Order Total Price: 31.25

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: Padded (100 Sheets Per Pad)
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 (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 (signature or initials) PTO hours at rate of absence. _____ Not Approved

Spec Info: We want the 2 part forms.

____ Date _____ Employee Signature

____ Date _____ Supervisor Signature