

**McLaren Print System Order**

Order No: 23211 Reprint Previous Order No: 8112  
Order Date: 2016-11-10  
User: Darlene Wallace  
Phone: 22856

Ship Location: McLaren Flint, OR - Darlene Wallace 3-South  
401 S. Ballenger Highway  
Flint, MI 48532

**Forms**

Quantity: 1000  
Paragon Dept No: 30010  
Dept Name: OR  
Company Number: 60

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 Flint Region  McLaren Upper Region  
 McLaren Central Michigan  McLaren Midland  McLaren West Michigan  
 McLaren Eastern Michigan  McLaren Eastern Michigan  
 McLaren Eastern Michigan  McLaren Eastern Michigan  
 McLaren Eastern Michigan  McLaren Eastern Michigan  
 McLaren Eastern Michigan  McLaren Eastern Michigan  
 McLaren Eastern Michigan  McLaren Eastern Michigan  
 McLaren Eastern Michigan  McLaren Eastern Michigan

**Request for Scheduled Absence**

Today's Date: \_\_\_\_\_  
To: \_\_\_\_\_  
From: \_\_\_\_\_  
I would like to request the following time off:  
 PTO (for two week check one of request must be volume of all request days)  
 Other (for two week check one of request must be volume of all request days)  
Date: \_\_\_\_\_  
Comments: \_\_\_\_\_  
PTO Hours Available: \_\_\_\_\_  
Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_  
I have used this request for time off without a correct.  
Date: \_\_\_\_\_ Employee Signature \_\_\_\_\_  
Date: \_\_\_\_\_ Supervisor Signature \_\_\_\_\_

McLaren Flint Region  McLaren Upper Region  
 McLaren Central Michigan  McLaren Midland  McLaren West Michigan  
 McLaren Eastern Michigan  McLaren Eastern Michigan  
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Comments: \_\_\_\_\_  
PTO Hours Available: \_\_\_\_\_  
Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_  
I have used this request for time off without a correct.  
Date: \_\_\_\_\_ Employee Signature \_\_\_\_\_  
Date: \_\_\_\_\_ Supervisor Signature \_\_\_\_\_