

McLaren Print System Order

Order No: 46239
 Order Date: 2019-06-16
 User: Stacy LaForest
 Phone: 810-342-2065

Ship Location: McLaren Flint 12 South
 401 S. Ballenger Hwy.
 Flint, MI 48532,

Forms

Quantity: 100
 Paragon Dept No: 23060
 Dept Name: 12 South
 Company Number: 60

Order Total Price: 11.17

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:

Request for Scheduled Absence

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

I would like to request the following time off:
 PTO (to be used against one of my accrued credit hours)
 Other (to be used against one of my accrued credit hours)

Comments: _____

PTO Hours Available: _____
 Approved: _____ Not Approved: _____

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

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

Spec Info:

Request for Scheduled Absence

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

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Comments: _____

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