

McLaren Print System Order

Order No: 51601 Reprint Previous Order No: 8112
Order Date: 2020-01-10
User: David Withey
Phone: 810-342-5125

Ship Location: McLaren Flint-5 North Attn: Dave
401 S Ballenger Hwy
Flint, Mi 48532

Forms

Quantity: 100
Paragon Dept No: 23020
Dept Name: 5 North Joint/Spine
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:

McLaren Flint Region
 McLaren Jackson Region
 McLaren Jackson Valley
 McLaren Kalamazoo Region
 McLaren LeAnn Region
 McLaren Midland Region
 McLaren North Branch
 McLaren Okemos Region
 McLaren Port Huron
 McLaren Saginaw Region
 McLaren Spine
 McLaren West Branch
 McLaren Westland Region
 McLaren Zeeland Region
 Other _____

Request for Scheduled Absence

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

I would like to request the following time off:
 PTO (to be used within one of requests must be within 90 days of request date)
 Other (List Day, Reason, etc.) _____
Date: _____ Employee Signature: _____
Date: _____ Supervisor Signature: _____

PTO Request Availability
Approved: _____ Not Approved: _____
I have read this request for time off and find it correct.

McLaren Flint Region
 McLaren Jackson Region
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