

McLaren Print System Order

Order No: 52764 Reprint Previous Order No: 8112
Order Date: 2020-02-21
User: Jennifer Wheeler
Phone: 9897795625

Ship Location: McLaren Central Michigan -- ATTN:Jennifer Wheeler
2853 Health Parkway
Mt. Pleasant , MI 48858

Forms

Quantity: 100
Paragon Dept No: 75150
Dept Name: McLaren Central Michigan
Company Number: 810

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 Bay Region
 McLaren Central Michigan
 McLaren East
 McLaren Health System
 McLaren Macomb
 McLaren Mount Carmel
 McLaren Okemos
 McLaren Port Huron
 McLaren Spartanburg
 McLaren Tri-City
 McLaren Westland
 McLaren Woodhaven
 McLaren Ypsilanti
 McLaren Zeeb
 McLaren Other

McLaren Central Michigan
 McLaren Health System
 McLaren Macomb
 McLaren Mount Carmel
 McLaren Okemos
 McLaren Port Huron
 McLaren Spartanburg
 McLaren Tri-City
 McLaren Westland
 McLaren Woodhaven
 McLaren Ypsilanti
 McLaren Zeeb
 McLaren Other

Request for Scheduled Absence

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

I would like to request the following time off:
 PTO (for two and a half days, one of requests must be in increments of 15 minutes)
 Other (for two and a half days, one of requests must be in increments of 15 minutes)

Comments: _____

PTO Request Available: _____ Not Approved
Approved: _____
I have used this request for time off without it being correct.

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

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