

McLaren Print System Order

Order No: 6137
Order Date: 2014-09-29
User: Darlene Maguire
Phone: 810 3422395

Ship Location: 8 th floor
401 s ballanger hwy
flint, mi 48532

Forms
Quantity: 500
Paragon Dept No: 23080
Dept Name: 8 T
Company Number: 60

Order Total Price: 48.88

Form Number: MHCC-612
Form 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:

McLaren Blue Paper
 McLaren Green Paper
 McLaren Yellow Paper
 McLaren White Paper
 McLaren Pink Paper
 McLaren Black Paper
 McLaren Red Paper
 McLaren Cyan Paper
 McLaren Magenta Paper
 McLaren Other Paper

McLaren Health Care
 McLaren Health Plan
 McLaren Insurance Group
 McLaren Other Entity

Request for Scheduled Absence

Today's Date: _____
To: _____
From: _____
I would like to request the following time off:
 PTO (for the amount shown, one of requests must be indicated if requested days)
 Other (for Sick, Bereavement, etc)
Details: _____
Comments: _____
PTO Hours Available: _____
Approved: _____ Not Approved: _____
I have read this request for time off and hold it correct.
Date: _____ Employee Signature: _____
Date: _____ Supervisor Signature: _____

McLaren Blue Paper
 McLaren Green Paper
 McLaren Yellow Paper
 McLaren White Paper
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