

McLaren Print System Order

Order No: 6186
Order Date: 2014-10-01
User: Jacklen Edwards
Phone: 810-342-2673

Ship Location: Educational Resources 4 North
401 S Ballenger Hwy
Flint, MI 48532

Forms
Quantity: 100
Paragon Dept No: 93520
Dept Name: Educational Resources
Company Number: 60

Order Total Price: 10.87

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 Plan
 McLaren Health Care
 McLaren Health Services
 McLaren Health Systems
 McLaren Health Products

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 off)
 Other (for Sick, Bereavement, etc)
Details: _____
Comments: _____
Comments: _____
Comments: _____

PTO Hours Available: _____
Approved: _____ Not Approved: _____
I have read this request for time off and hold it correct.

Employee Signature

Supervisor Signature

McLaren Blue Paper
 McLaren Green Paper
 McLaren Yellow Paper
 McLaren White Paper
 McLaren Pink Paper
 McLaren Black Paper
 McLaren Red Paper
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Employee Signature

Supervisor Signature