

McLaren Print System Order

Order No: 6280
Order Date: 2014-10-06
User: Chris Copeland
Phone: 342-2204

Ship Location: McLaren Flint - Attn. Rusty Hudson - Engineering
401 S. Ballenger Hwy
Flint, MI 48532

Forms
Quantity: 500
Paragon Dept No: 92110
Dept Name: Engineering
Company Number: 60

Order Total Price: 48.88

Form Number: MHCC-612
Form Description: Request for Scheduled Absence
Revision Date:
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 Black
 McLaren White
 McLaren Pink
 McLaren Light Blue
 McLaren Light Green
 McLaren Light Yellow
 McLaren Light Pink
 McLaren Light Blue
 McLaren Light Green
 McLaren Light Yellow
 McLaren Light Pink
 Other _____

McLaren Health Plan
 McLaren Health Care
 McLaren Health Services
 McLaren Health Systems
 McLaren Health Insurance
 McLaren Health Services

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 Black
 McLaren White
 McLaren Pink
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 McLaren Light Green
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