

McLaren Print System Order

Order No: 7792 Reprint Previous Order No: 5856
Order Date: 2014-12-23
User: Darlene Wallace
Phone: 3-South

Ship Location: OR - Darlene Wallace 3-South
401 S. Ballenger Highway
Flint, MI 48532

Forms

Quantity: 500
Paragon Dept No: 30010
Dept Name: OR
Company Number: 60

Order Total Price: 48.88

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 Health Region
 McLaren Cancer Management
 McLaren Children
 McLaren Community Learning
 McLaren Health Care
 McLaren Intensive Care
 McLaren Cancer Institute

McLaren Cancer Institute
 McLaren Cancer Management
 McLaren Children
 McLaren Community Learning
 McLaren Health Care
 McLaren Intensive Care
 McLaren Cancer Institute

Request for Scheduled Absence

Today's Date: _____
To: _____
From: _____
I would like to request the following time off:
 PTO (for two week check one of requests must be volume of at request days)
 Other (for two week check one of requests must be volume of at request days)
Details: _____
Comments: _____

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

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

McLaren Health Region
 McLaren Cancer Management
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Date: _____ Supervisor Signature: _____