

McLaren Print System Order

Order No: 8146
Order Date: 2015-01-12
User: Sandra Somers
Phone: 810-496-8601

Ship Location: Sandy Somers
1515 Cal Dr.
Davison, MI 48423

Forms
Quantity: 1000
Paragon Dept No: 90010
Dept Name: Administration
Company Number: 850

Order Total Price: 93.00

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 Erie Region
 McLaren Eastern Michigan
 McLaren Flint
 McLaren Grand Rapids
 McLaren Health Care
 McLaren Intensive Care
 McLaren Jackson
 McLaren Lake Huron
 McLaren Macomb
 McLaren Midland
 McLaren Northern Michigan
 McLaren Okemos
 McLaren Port Huron
 McLaren St. Joseph
 McLaren Spartanburg
 McLaren Tri-City
 McLaren Valley
 McLaren Western Michigan
 McLaren Woodhaven

Request for Scheduled Absence

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

I would like to request the following time off:
 PTO (for two week notice, one of requests must be in volume of at least 10 days)
 Other (for two week notice, one of requests must be in volume of at least 10 days)

Comments: _____

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

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



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