

McLaren Print System Order

Order No: 8234 Reprint Previous Order No: 8112  
Order Date: 2015-01-15  
User: Julie Coon  
Phone: 810-342-5102

Ship Location: McLaren Flint -6 south CCU- Julie Coon  
401 South Ballenger Hwy  
Flint, MI 48532

Forms

Quantity: 500  
Paragon Dept No: 20210  
Dept Name: McLaren Flint - CCU  
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 CARE logo and checklist on the left. The main form area contains the following text:  
**Request for Scheduled Absence**  
Today's Date: \_\_\_\_\_  
To: \_\_\_\_\_  
From: \_\_\_\_\_  
I would like to request the following time off:  
☐ PTO (to be used within one of requests must be within 90 days of request date)  
☐ Other (to be used within 90 days of request date)  
Comments: \_\_\_\_\_  
PTO Request Available: \_\_\_\_\_ Not Approved  
Approved: \_\_\_\_\_  
I have read this request for time off and find it correct.  
Date: \_\_\_\_\_ Employee Signature: \_\_\_\_\_  
Date: \_\_\_\_\_ Supervisor Signature: \_\_\_\_\_

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