

McLaren Print System Order

Order No: 8449
Order Date: 2015-01-23
User: Renee Pifer
Phone: 810-342-2325

Ship Location: McLaren Flint ICU / Renee Pifer
401 S. Ballenger Hwy.
Flint , Mi

Forms
Quantity: 500
Paragon Dept No: 20010
Dept Name: McLaren Flint ICU
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 Flint ICU
 McLaren Jackson
 McLaren Kalamazoo
 McLaren LeAnn Region
 McLaren McLaren
 McLaren Midland
 McLaren Okemos
 McLaren Port Huron
 McLaren St. Joseph
 McLaren Sparrow
 McLaren Spaulding
 McLaren St. Vincent
 McLaren Tawas
 McLaren Van Dyke
 McLaren Westland
 McLaren Woodhaven
 McLaren Zeeland

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 find it correct.

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

McLaren Flint ICU
 McLaren Jackson
 McLaren Kalamazoo
 McLaren LeAnn Region
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