

McLaren Print System Order

Order No: 8634
Order Date: 2015-02-01
User: Robin Lutz
Phone: 342-2616

Ship Location: 9 south McLaren Flint
401 S. Ballenger Hwy.
Flint, MI 48433

Forms
Quantity: 500
Paragon Dept No: 20410
Dept Name: PCU
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 Region
 McLaren Jackson Region
 McLaren Jackson Valley
 McLaren Kalamazoo Region
 McLaren LeAnn Region
 McLaren Macomb
 McLaren Midland Region
 McLaren Muskegon
 McLaren Northern Michigan
 McLaren Okemos Region
 McLaren Port Huron
 McLaren St. Joseph
 McLaren Western Michigan
 McLaren Zeeland Region

Request for Scheduled Absence

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

I would like to request the following time off:
 PTO (to be used within 90 days of request must be within 60 days of request)
 Other (to be used within 90 days of request)

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 Flint Region
 McLaren Jackson Region
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 McLaren Kalamazoo Region
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