

McLaren Print System Order

Order No: 8928
Order Date: 2015-02-11
User: Yvonne Mulcahy
Phone: 22565

Ship Location: McLaren Flint- 1 north Attn: Yvonne Mulcahy
401- S Ballenger Hwy
Flint, MI 484532

Forms
Quantity: 100
Paragon Dept No: 38010
Dept Name: Physical therapy
Company Number: 60

Order Total Price: 10.87

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 Region
 McLaren Kalamazoo Region
 McLaren LeAnn Region
 McLaren Macomb
 McLaren Midland Region
 McLaren North Branch
 McLaren Okemos Region
 McLaren Port Huron
 McLaren St. Joseph
 McLaren Westland Region
 McLaren Zeeland Region

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 (List Day, Treatment, etc.)
Date: _____ Employee Signature: _____
Date: _____ Supervisor Signature: _____

PTO Request Available: _____ Not Approved
Approved: (insert name) _____
I have read this request for time off and find it correct.

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 McLaren Jackson Region
 McLaren Jackson Valley Region
 McLaren Kalamazoo Region
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