

McLaren Print System Order

Order No: 9085 Reprint Previous Order No: 8112
Order Date: 2015-02-16
User: Angie Yaworski
Phone: 9896673420

Ship Location: **Womans Health Pavilion** Angie Yaworski
3175 W Professional Dr
Bay City, MI 48706

Forms

Quantity: 100
Paragon Dept No: 60680
Dept Name: McLaren Bay Breast Surgery Center
Company Number: 21060680

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 Bay Region
 McLaren Cancer Management
 McLaren Children
 McLaren Eastern Outpatient
 McLaren Eastern Outpatient
 McLaren Health Care
 McLaren Intensive Care
 McLaren Outpatient
 McLaren Women's Health
 McLaren Other

Request for Scheduled Absence

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

I would like to request the following time off:
 PTO (for two and a half days, one of requests must be in increments of 15 minutes)
 Other (for two and a half days, one of requests must be in increments of 15 minutes)

Comments: _____

PTO Request Available: _____ Not Approved
Approved: _____
I have used this request for time off without it being used.

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

McLaren Bay Region
 McLaren Cancer Management
 McLaren Children
 McLaren Eastern Outpatient
 McLaren Eastern Outpatient
 McLaren Health Care
 McLaren Intensive Care
 McLaren Outpatient
 McLaren Women's Health
 McLaren Other

Request for Scheduled Absence

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

I would like to request the following time off:
 PTO (for two and a half days, one of requests must be in increments of 15 minutes)
 Other (for two and a half days, one of requests must be in increments of 15 minutes)

Comments: _____

PTO Request Available: _____ Not Approved
Approved: _____
I have used this request for time off without it being used.

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