

McLaren Print System Order

Order No: 7929
Order Date: 2015-01-02
User: shannon smith
Phone: 22890

Ship Location: Case Management- Shannon Smith
401 S. Ballenger HWY
Flint, mi 48532

Forms
Quantity: 500
Paragon Dept No: 91570
Dept Name: Case Management
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:

McLean Site Request
 McLean Customer Manager
 McLean Customer
 McLean System Admin
 McLean Health Care
 McLean Information Group
 McLean Case Management
 McLean Health Plan
 McLean Health Services
 McLean Health Plan
 McLean Health Services
 McLean Health Plan
 McLean Health Services

Request for Scheduled Absence

Today's Date: _____
To: _____
From: _____
I would like to request the following time off:
 PTO (for two week block, one of requests must be volume of at least 10 days)
 Other (for two week block, one of requests must be volume of at least 10 days)

Comments: _____

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

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

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