

McLaren Print System Order

Order No: 9800 Reprint Previous Order No: 8112
Order Date: 2015-03-13
User: Kelly Lewis
Phone: 810-496-0916

Ship Location: Grand Blanc Occ - Kelly Lewis
2313 E. Hill Rd.
Grand Blanc , MI 48439

Forms

Quantity: 100
Paragon Dept No: 64100
Dept Name: Grand Blanc Occ
Company Number: 810

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:

McLean Site Request
 McLean Customer Manager
 McLean Customer
 McLean System Admin
 McLean Health Care
 McLean Insurance Group
 McLean Client Services

McLean Client Request
 McLean Monthly
 McLean Billing & Insp
 McLean Customer Manager
 McLean System Admin
 McLean Health Care
 McLean Insurance Group
 McLean Client Services

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 volume of all requested days)
 Other (for two week notice, one of requests must be volume of all requested 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: _____

McLean Site Request
 McLean Customer Manager
 McLean Customer
 McLean System Admin
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