McLaren Business Products

McLaren Print System Order

Order No: 78381 Reprint Previous Order No: 78374
Order Date: 2023-07-18
User: Diane Recker
Phone: 989-779-5253

Ship Location: McLaren Central Michigan - 1221 S Drive Attn: Miranda
1221 S Drive
Mt. Pleasant, MI 48858
Forms
Quantity: 500
Paragon Dept No: 24400
Dept Name: Miranda Nessan
Company Number: 360

Order Total Price: 10.13

Item Number: MCM-505
Item Description: Absence Report
Revision Date: 07/2023
Print: 1 sided black and white
Paper: 20# White Text
Size: 8.5 x 11
Fold:
Finish: Padded (100 Sheets Per Pad)
Drill:
Misc Info: 5.5x8.5, 100 per pad

McLaren
CENTRAL MICHIGAN

ABSENCE REPORT

Employee's Name ..... (Last) (First)

Department or Location ..... Time Card or Payroll Number .....

Last Day Worked ..... Date Called In ..... Approx. Return Date .....

Absence Called in By ..... Time .....

Absence Reported To ..... (Name)

If Hospitalized, Name of Hospital .....

REASON FOR ABSENCE

Absence (Mach)		Jury Duty		Tardy	
Accident		Leave of Absence		Vacation	
Funeral		Personal Business		Suspension	
Holiday		Sickness		Other (Explain below)	

COMMENTS: .....

Signature of Supervisor or Person Filling Out This Report

Date .....

Date And Initial Below After Posting Information

Business Office		
Personnel Dept.		

MCM-505 (7-23)