

McLaren Print System Order


Order No: 44337
Order Date: 2019-04-09
User: AMY LOOMIS
Phone:

Ship Location: MCLAREN FLINT OR 3RD SOUTH-ATTN: AMY LOOMIS

Forms
Quantity: 1000
Paragon Dept No: 30010
Dept Name:
Company Number: 30010

Order Total Price: 96.00

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 Blue Report McLaren Laser Report
 McLaren Carbon Manager McLaren Monthly
 McLaren Calendar McLaren Mobile 2-Step
 McLaren Document Manager McLaren Document Manager
 McLaren Email Journal McLaren Health Care
 McLaren Health Care McLaren Post-Report
 McLaren Health Plan Other _____
 McLaren Insurance Group McLaren Client Website

Request for Scheduled Absence

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

I would like to request the following time off:

PTO (to be used against time) (one of requests must be in volume of at least 1 day)
 Other (List Day, Bi-weekly, etc.) _____

Comments: _____

PTO Request Availability _____ Not Approved
Approved (enter amount) _____

I have used this request for time off without it being correct.

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

McLaren

Spec Info: