

McLaren Print System Order

Order No: 55456 Reprint Previous Order No: 8112
Order Date: 2020-07-17
User: Laura Yager
Phone: 5179753800

Ship Location: Okemos Community Medical Center
2104 Jolly Road, Suite 240
Okemos, MI 48864

Forms

Quantity: 100
Paragon Dept No: 51033
Dept Name: Okemos Community Medical Center
Company Number: 810

Order Total Price: 11.17

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 Clinical Manager
 McLean Clinician
 McLean Support Agency
 McLean Health Care
 McLean Temporary Staff
 McLean Career Institute
 McLean Upper Region
 McLean Midland
 McLean Midland Group
 McLean Midland Manager
 McLean Lower Region
 McLean Health Plan
 Other _____
 McLean Career Institute

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 volume of all requested days)
 Other (for two and a half days, one of requests must be volume of all requested days)
Date: _____ Employee Signature: _____
Date: _____ Supervisor Signature: _____

PTO Request Available: _____ Not Approved
Approved: _____
I have read this request for time off and found it correct.

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