McLaren Business Products

McLaren Print System Order

Order No: 55941
Order Date: 2020-08-06
User: Anna Henry
Phone: 810-342-4025

Ship Location: McLaren Flint - Nutritional Services Attn: Lisa Whetzel
401 S. Ballenger Hwy
Flint, MI 48532
Forms
Quantity: 60
Paragon Dept No: 95020
Dept Name: Nutritional Services
Company Number: 60

Order Total Price: 780.00

Item Number: M-5171
Item Description: Nutritional Serv Time Off Request
Revision Date: 10/2019
Print:
Paper:
Size:
Fold:
Finish:
Drill:
Misc Info: ss; black; 4 part; 5.5x8.5; 50 sets per order

Today's Date:_____

Name: _____

I would like to request the following days off
(one slip per pay period)

_____

Comments: _____

_____

Please use:

☐ Vacation Hours ☐ Sick Hours

☐ Unpaid Hours ☐ Bereavement Pay

I would like to trade days with _____

on _____

_____ _____
Employee Signature Date

_____ _____
Employee Signature Date

Today's Date:_____

Name: _____

I would like to request the following days off
(one slip per pay period)

_____

Comments: _____

_____

Please use:

☐ Vacation Hours ☐ Sick Hours

☐ Unpaid Hours ☐ Bereavement Pay

I would like to trade days with _____

on _____

_____ _____
Employee Signature Date

_____ _____
Employee Signature Date

Spec Info:

☐ Approved ☐ Not Approved

_____ _____
Date Supervisor Signature

☐ Approved ☐ Not Approved

_____ _____
Date Supervisor Signature