

McLaren Print System Order

Order No: 8045
Order Date: 2015-01-07
User: Jennifer Minto
Phone: 810-342-1040

Ship Location: MMG/Jennifer Minto
G-1080 N. Ballenger Hwy ste A
Flint, mi 48504

Forms

Quantity: 500
Paragon Dept No: 90680
Dept Name: Practice Management
Company Number: 810

Order Total Price: 48.88

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: None
Finish:
Drill:
Misc Info:

McLean Site Request
 McLean Clinical Manager
 McLean Clinician
 McLean Support Services
 McLean Health Care
 McLean Information Group
 McLean Center Activity

McLean Center Request
 McLean Monthly
 McLean Billing & Insp
 McLean Customer Support
 McLean Support Services
 McLean Health Care
 McLean Information Group
 McLean Center Activity

Other _____

Request for Scheduled Absence

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

I would like to request the following time off:
 PTO (for two week check one of requests must be volume of at least 10 days)
 Other (for two week check one of requests must be volume of at least 10 days)

Comments: _____

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

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

McLean Site Request
 McLean Clinical Manager
 McLean Clinician
 McLean Support Services
 McLean Health Care
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Comments: _____

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

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