

McLaren Print System Order

Order No: 9525 Reprint Previous Order No: 8112  
Order Date: 2015-03-03  
User: Mary Bitzer  
Phone: 501 S Ballenger Hwy

Ship Location: Surgery & Endo Center - ATTN Mary Bitzer  
501 S Ballenger Hwy, Suite A  
Flint, MI 48532

Forms

Quantity: 1000  
Paragon Dept No: 30014  
Dept Name: Surgery and Endoscopy Center  
Company Number: 60

Order Total Price: 93.00

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:

McLean Site Request  
 McLean Clinical Manager  
 McLean Clinician  
 McLean Support Agency  
 McLean Health Care  
 McLean Temporary Staff  
 McLean Leave Request  
 McLean Monthly  
 McLean Medical Group  
 McLean Professional Manager  
 McLean Professional Manager  
 McLean Professional Manager  
 McLean Professional Manager  
 Other

**Request for Scheduled Absence**

Today's Date: \_\_\_\_\_  
To: \_\_\_\_\_  
From: \_\_\_\_\_  
I would like to request the following time off:  
 PTO (for two week notice, one of requests must be volume of all requested days)  
 Other (for two week notice, one of requests must be volume of all requested days)  
Details: \_\_\_\_\_  
Comments: \_\_\_\_\_  
\_\_\_\_\_

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

Date: \_\_\_\_\_ Employee Signature: \_\_\_\_\_  
Date: \_\_\_\_\_ Supervisor Signature: \_\_\_\_\_

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 McLean Clinical Manager  
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