



S.R.C. - Pipestone, MN U.S.A.



Absence Request From
(Pedido de Ausencia)

Name: Carmen Mendez

Department PreFab

Time Out (Hora de Salida) 1:00 pm

SRC Message Center (507-562-6703)

Today's Date of Request: Nov-28-07

Date(s) of Absence Dec-3-07

SRC requires 3 days advance notice.

The following are absences with three (3) days advance notice will be recorded, but will not be considered an incident for attendance purposes. Providing false reasons for absences will result in employment termination.

Las siguientes ausencias con tres (3) días de notificación serán registradas, pero no serán consideradas un incidente para razones de asistencia. Proveyendo razones falsas de ausencia resultará en su terminación de empleo.

☐ Vacation	Vacation may also be assigned to absences to cover loss of pay
☐ Minor Child School Activities	List nature of activity in comments below
☐ Military / Guard Leaves	Service orders are to be submitted to Human Resources
☐ Funeral Leave Days	No advance approval required, please list the relationship below
☐ Witness Subpoena	Subpoena submitted to HR, Not for own civil/criminal appearance
☐ Workers' Compensation Appointments	Dr.s certification required and must be coordinated with HR
☐ Short Term Hospitalizations	Dr.s certification required and coordinated with HR
☐ Family Medical Leaves	FMLA Request / Certification must be on file with Human Resources
☐ Civic or Jury Duty	Service duty letters are to be submitted to Human Resources
☒ Other	All other absences will be "unexcused" and count as an occurrence for attendance purposes
☐ Otro	

Details of Absence (Detalles de Ausencia):

Doctor Appointment

Carmen Mendez

Employee Signature (Firma de Empleado)

Nov-28-07

Date (Fecha)