



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

### Absence Request Form

Name: Dustin Peterson  
Department Saw + Drill  
Time Out 12 Hrs

Today's Date of Request: 1-29-08  
Date(s) of Absence 1-28-08

SRC Message Center (507-562-6703)

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.

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

Details of Absence:

I was in Detox

Dustin Peterson  
Employee Signature

1-29-08  
Date

(For Office Use Only)

Approved     Not Approved

[Signature]  
Team Leader Signature

30-Jan-08  
Date

[Signature]  
Shift Leader / Manager / HR

2-4-08  
Date