



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

# Absence Request From

(Pedido de Ausencia)

Name: Elizabeth Martinez Today's Date of Request: 1-23-08  
 Nombre Fcha de Pedido  
 Department pre - fab Date(s) of Absence Monday 28-08  
 Departamento Fecha de Ausencia  
 Time Out ( Hora de Salida) All-day  
 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.  
 Las siguientes ausencias con tres (3) dias de notificación seran registradas, pero no seran consideradas un incidente para razones de asistencia. Proveyendo razones falsas de ausencia resultara en su terminación de empleo.

<input checked="" type="checkbox"/> Vacation Vacaciones	Vacation may also be assigned to absences to cover loss of pay
<input type="checkbox"/> Minor Child School Activities Actividades secundarias de school de niño	List nature of activity in comments below
<input type="checkbox"/> Military / Guard Leaves Ejército/Salida de Guardia	Service orders are to be submitted to Human Resources
<input type="checkbox"/> Funeral Leave Days Funeral	No advance approval required, please list the relationship below
<input type="checkbox"/> Witness Subpoena Testigo de Citación	Subpoena submitted to HR, Not for own civil/criminal appearance
<input type="checkbox"/> Workers' Compensation Appointments Citas de Compensación de Trabajador	Dr.s certification required and must be coordinated with HR
<input type="checkbox"/> Short Term Hospitalizations Termino Corto de Hospitalización	Dr.s certification required and coordinated with HR
<input type="checkbox"/> Family Medical Leaves Razones Médicas de Familia	FMLA Request / Certification must be on file with Human Resources
<input type="checkbox"/> Civic or Jury Duty Deber del Jurado o Cívico	Service duty letters are to be submitted to Human Resources
<input type="checkbox"/> Other Otro	All other absences will be "unexcused" and count as an occurrence for attendance purposes

Details of Absence (Detalles de Ausencia):

Doctor appt.

Elizabeth Martinez

Employee Signature (Firma de Empleado)

1-23-08

Date (Fecha)

### For Office Use Only (Solo para uso de Oficina)

Approved (Aprobado)  Not Approved (No Aprobado)

Ken [Signature]

Team Leader Signature (Firma del Lider)

1-24-08

Date (Fecha)

Cynthia [Signature]

Shift Leader / Manager / HR (Lider /Gerente/RH)

1-24-08

Date (Fecha)