



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

Absence Request From

(Pedido de Ausencia)

CWLO

Name: Jesse Hartsell
Nombre
Department: Pinkhoe
Departamento
Time Out (Hora de Salida): Saturday
SRC Message Center (507-562-6703)

Today's Date of Request: 7/10/08
Fecha de Pedido
Date(s) of Absence: 7/13/08
Fecha de Ausencia

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 serán registradas, pero no serán consideradas un incidente para razones de asistencia. Proveyendo razones falsas de ausencia resultara en su terminación de empleo.

<input 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 checked="" type="checkbox"/> Other Otro <u>Moving</u>	All other absences will be "unexcused" and count as an occurrence for attendance purposes

Details of Absence (Detalles de Ausencia):
Need to move from House in Worthington to House in Newster

[Signature]
Employee Signature (Firma de Empleado)

7/10/08
Date (Fecha)

For Office Use Only (Solo para uso de Oficina)

Approved (Aprobado) Not Approved (No Aprobado)

KENDRA L. RAMO QUILES
Team Leader Signature (Firma del Lider)

7/10/08
Date (Fecha)

[Signature]

Lider / Gerente / RH

7/11/08
Date (Fecha)