



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

Absence Request From

(Pedido de Ausencia)

Name: Laurie Christensen

Nombre

Today's Date of Request: 1-28-08

Fcha de Pedido

Department Pre-Fab

Departamento

Date(s) of Absence 2-1-08 - only

Fecha de Ausencia

Time Out (Hora de Salida) _____

SRC Message Center (507-562-6703)

SRC requires 3 days advance notice.

1/2
day

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

Details of Absence (Detalles de Ausencia):

I need to leave at 12:00 PM on Friday
because of car problems

Laurie Christensen
Employee Signature (Firma de Empleado)

1-28-08
Date (Fecha)

For Office Use Only (Solo para uso de Oficina)

☒ Approved (Aprobado) ☐ Not Approved (No Aprobado)

Team Leader Signature (Firma del Lider)

Date (Fecha)

Cecilia Leach

1-28-08

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

Date (Fecha)