



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

Absence Request Form

(Pedido de Ausencia)

Name Maria DeLeon
Nombre Maria DeLeon
Department Molds
Departamento Molds
Time Out (Hora de Salida) 945 AM
SRC Message Center (507-562-6703)

Today's Date of Request: 11.12.07
Fecha de Pedido
Date(s) of Absence: 11.12.07
Fecha de Ausencia
S.R.C. requires 3 days advance notice.

CMC

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.

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

Details of Absence (Detalles de Ausencia):

Mrs. Appointment
Maria A. DeLeon
Employee Signature (Firma Empleado)
11.12.07
Date (Fecha)
845 AM