



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

Absence Request Form

(Pedido de Ausencia)

Name: Mario Carnio

Nombre

Today's Date of Request: 11/21/07

Fecha de Pedido

Department: Mexico

Departamento

Date(s) of Absence: 12/24/07 - 12/31/07

Fecha de Ausencia

Time Out (Hora de Salida)

SRC Message Center (507-562-6703)

SRC requires 3 days advance notice.

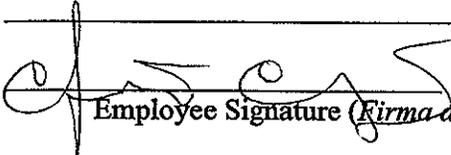
The following are absences with three (3) days advance notice will be recorded, but will not be considered an incident for attendance purposes. Providing false reasons for absences will result in employment termination.

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

Details of Absence (Detalles de Ausencia):

Sister wedding in Mexico


Employee Signature (Firma de Empleado)

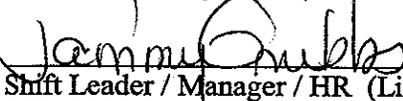
11/21/07
Date (Fecha)

For Office Use Only (Solo para uso de Oficina)

Approved (Aprobado) Not Approved (No Aprobado)


Team Leader Signature (Firma del Lider)

11-21-07
Date (Fecha)


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

11/21/07
Date (Fecha)



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

Absence Request Form

(Pedido de Ausencia)

Name: Mario Carnajo

Nombre

Today's Date of Request: 12/03/07

Fecha de Pedido

Department Mald

Departamento

Date(s) of Absence 12/01/07

Fecha de Ausencia

Time Out (Hora de Salida) 2:30 pm

SRC Message Center (507-562-6703)

SRC requires 3 days advance notice.

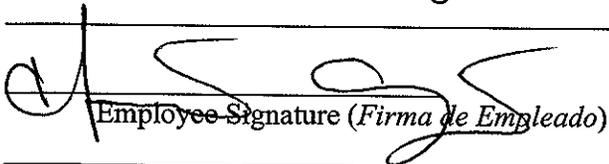
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<input type="checkbox"/> Vacation <i>Vacaciones</i>	Vacation may also be assigned to absences to cover loss of pay
<input checked="" type="checkbox"/> Minor Child School Activities <i>Actividades secundarias de shcool de niño</i>	List nature of activity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

Details of Absence (Detalles de Ausencia):

Daughter Violin Concert at 3:40 pm in Westburyton


Employee Signature (Firma de Empleado)

12/03/07
Date (Fecha)

For Office Use Only (Solo para uso de Oficina)

Approved (Aprobado) Not Approved (No Aprobado)


Team Leader Signature (Firma del Lider)

12-3-07
Date (Fecha)

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

Date (Fecha)

  S.R.C. - Pipestone, MN U.S.A.	Absence Request From	
Content Revisions	Revision Number: 1	Revision Date: 1-Sep-2006

Name: Mario Canedo
 Department: Mould
 SRC Message Center (507-562-6703)

Today's Date of Request: 11/21/07
 Date(s) of Absence: 12/1/07
 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"/> 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: Children program orchestra

[Signature]
 Employee Signature

[Signature]
 Shift Leader / Manager / HR Approval

11/27/07
 Date

F:HR:09 Rev Num:1 Rev Date: 23-AUG-2006

  S.R.C. - Pipestone, MN U.S.A.	Absence Request From	
Content Revisions	Revision Number: 1	Revision Date: 1-Sep-2006

Name: _____
 Department: _____
 SRC Message Center (507-562-6703)

Today's Date of Request: _____
 Date(s) of Absence: _____
 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.

- | | |
|--|---|
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| <input type="checkbox"/> Family Medical Leaves | (FMLA Request / Certification must be on file with Human Resources) |
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| <input type="checkbox"/> Other: All other absences will be "unexcused" and count as an occurrence for attendance purposes. | |

Details of Absence: _____

 Employee Signature

 Shift Leader / Manager / HR Approval

 Date

F:HR:09 Rev Num:1 Rev Date: 23-AUG-2006