



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



Absence Request Form

(Pedido de Ausencia)

DWG

Name: Paul Brownlette Today's Date of Request: 11/12/07
 Nombre: Paul Brownlette Fecha de Pedido: 11/12/07
 Department: Welding Date(s) of Absence: 11/15/07
 Departamento: Welding Fecha de Ausencia: 11/15/07
 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 notificacion seran registradas, pero no seran consideradas un incidente para razones de asistencia. Proveyendo razones falsas de ausencia resultara en su terminacion de empleo.

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

Details of Absence (Detalles de Ausencia):

Paul Brownlette
 Employee Signature (Firma de Empleado)

11/12/07
 Date (Fecha)

Paul Brownlette
 11/12/07