



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

Absence Request From

Content Revisions

Revision Number: 1

Revision Date: 1-Sep-2006

Name: SCOTT FRANCIS

Today's Date of Request: 12-5-07

Department: MOULD

Date(s) of Absence: 12-8-07

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.

- Minor Child School Activities (List nature of activity in comments below.)
- Military / Guard Leaves (Service orders are to be submitted to Human Resources)
- Funeral Leave Days (No advance approval required, please list the relationship below.)
- Witness Subpoena (Subpoena submitted to HR, Not for own civil/criminal appearance)
- Workers' Compensation Appointments. (Dr.s certification required and must be coordinated with HR.)
- Short Term Hospitalizations (Dr.s certification required and coordinated with HR.)
- Family Medical Leaves (FMLA Request / Certification must be on file with Human Resources)
- Civic or Jury Duty (Service duty letters are to be submitted to Human Resources.)

Other: All other absences will be "unexcused" and count as an occurrence for attendance purposes.

Details of Absence: Appointment 1 hr early (2:30pm)

Scott Francis
Employee Signature

Jan Suko
Shift Leader / Manager / HR Approval

12-5-07
Date

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



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Resignation Form

NAME SCOTT A FRANCIS Clock # 1644

I hereby voluntarily terminate my employment effective 12-14-07

REASON FOR TERMINATION: (Check all that apply)

- Another Job
- Returning to School
- Moving from Area
- Home Responsibilities
- Retirement
- Health Reasons
- Hourly Wage
- Hours of Work (Shift)
- Working Conditions
- Transportation
- Limited Career Opportunity
- Lack of Training
- Co-Worker Conflict
- Supervisor Conflict
- Nature or Type of Work
- Long Layoffs
- Want Temp. Work Only
- Other _____

EXIT SURVEY: (Any comments about wages, benefits, likes or dislikes about your job.)

I enjoyed the job here. Just didn't work with my other job. I would like the opportunity to return if things change on my end.

SIGNATURE Scott A Francis

Date 12-14-07

EXIT SURVEY - OPTIONAL QUESTIONS (Mark "Y" for YES, "N" for NO.)

Your Manager...		Work Environment	
<input checked="" type="checkbox"/>	Provided you adequate job training?	<input checked="" type="checkbox"/>	The job was what I expected?
<input checked="" type="checkbox"/>	Provided feedback on your job performance?	<input checked="" type="checkbox"/>	Was your work was meaningful?
<input checked="" type="checkbox"/>	Gave you recognition for good work?	<input checked="" type="checkbox"/>	I made friends at Suzlon?
<input checked="" type="checkbox"/>	Acted friendly and helpful?	<input checked="" type="checkbox"/>	Suzlon has a friendly work environment?
<input checked="" type="checkbox"/>	Spent enough time with me?	<input checked="" type="checkbox"/>	Does Suzlon provide good wages?
<input checked="" type="checkbox"/>	Provided fair on-the-job treatment?	<input checked="" type="checkbox"/>	Does Suzlon provide good benefits?
	SAFETY - Suzlon or your Manager...	<input checked="" type="checkbox"/>	Did Suzlon give me a feeling of job security?
<input checked="" type="checkbox"/>	Corrected problems within a reasonable time-frame?	<input checked="" type="checkbox"/>	Layoffs were a major factor in my quitting?
<input checked="" type="checkbox"/>	Provides adequate safety training?		COMMUNICATION - Suzlon...
<input checked="" type="checkbox"/>	Gives recognition for being safe?	<input checked="" type="checkbox"/>	Informed you of changes for your work area?
<input checked="" type="checkbox"/>	Sets a positive example regarding safety?	<input checked="" type="checkbox"/>	Informed you about plant plans or changes?
<input checked="" type="checkbox"/>	Sets a positive example regarding safety?	<input checked="" type="checkbox"/>	Actively listened to you?
<input checked="" type="checkbox"/>	QUALITY - Suzlon Management...		Actively listened to you?
<input checked="" type="checkbox"/>	Shows a concern about quality?		EMPLOYMENT
<input checked="" type="checkbox"/>	Sets a positive example for Suzlon quality?	<input checked="" type="checkbox"/>	If given the chance, I would like work for Suzlon again some day?
<input checked="" type="checkbox"/>	Never compromises Quality standards	<input checked="" type="checkbox"/>	If given the chance, I would recommend to friends or others to work for Suzlon?
<input checked="" type="checkbox"/>	Provided a clear understanding of Quality expectations	<input checked="" type="checkbox"/>	If you had the opportunity to suggest changes on how Suzlon is managed, would you? You may use the reverse side of this form for comments.
<input checked="" type="checkbox"/>	Monitors how well products produced meet Quality expectations?		
<input checked="" type="checkbox"/>	Monitors how well products produced meet Quality expectations?		