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

Absence Request From
(Pedido de Ausencia)

Name: _____ **Today's Date of Request:** _____
Nombre   *Fecha de Pedido*

Department _____ **Date(s) of Absence** _____
Departamento   *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 absence ~~~ in employment termination.
Las siguientes ausencias con tres (3) dias de notificación se ~~~ *no seran consideradas un incidente para rezones de asistencia. Proveyendo rezones falsas de a~~~ ~ión de empleo.*

GMC
Employees

Vacation + writeups

____Vacation / *Vacaciones*	to absences to cover ...nents below
____Minor Child School Activities / *Actividades secundarias de shcool de niño*	
____Military / Guard Leaves / *Ejército/Salida de Guardia*	...mitted to Human
____Funeral Leave Days / *Funeral*	No advanc~ ~. ...ired, please list the relationship below
____Witness Subpoena / *Testigo de Citación*	Subpoena submitted to HR, Not for own civil/criminal appearance
____Workers' Compensation Appointments / *Citas de Compensación de Trabajador*	Dr.s certification required and must be coordinated with HR
____Short Term Hospitalizations / *Termino Corto de Hospitalización*	Dr.s certification required and coordinated with HR
____Family Medical Leaves / *Razones Médicas de Familia*	FMLA Request / Certification must be on file with Human Resources
____Civic or Jury Duty / *Deber del Jurado o Cívico*	Service duty letters are to be submitted to Human Resources
✓ Other / *Otro*	All other absences will be "unexcused" and count as an occurrence for attendance purposes

Details of Absence (*Detalles de Ausencia***):** Personal

_____   2/12/0?
Employee Signature (*Firma de Empleado***)**   **Date (***Fecha***)**

For Office Use Only (*Solo para uso de Oficina***)**

___✓ Approved (*Aprovado*)   ___ Not Approved (*No Aprobado*)

_____   7-17-08
Team Leader Signature (*Firma del Lider***)**   **Date (***Fecha***)**

_____   _____
Shift Leader / Manager / HR (*Lider /Gerente/RH***)**   **Date (***Fecha***)**