



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

Absence Request From

(Pedido de Ausencia)

Name: Wallace Potts

Nombre

Today's Date of Request: 11-28-07

Fcha de Pedido

Department Mould

Departamento

Date(s) of Absence 12-1-07

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 rezones falsas de ausencia resultara en su terminación de empleo.

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

Details of Absence (Detalles de Ausencia):

Daughters Birth Day

Wallace Potts

Employee Signature (Firma de Empleado)

11-28-07

Date (Fecha)

For Office Use Only (Solo para uso de Oficina)

Approved (Aprobado) Not Approved (No Aprobado)

Paul Loev

Team Leader Signature (Firma del Lider)

11/28/07
Date (Fecha)

Brenda Zinnel

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

11/28/07
Date (Fecha)

OK