



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

Absence Request Form

(Pedido de Ausencia)

Name: Walter Potts
 Nombre Walter Potts
 Department Mould
 Departamento Mould
 Time Out (Hora de Salida) 12:00AM
 SRC Message Center (507-562-6703)

Today's Date of Request: 11/21/07
 Fecha de Pedido 11-21-07
 Date(s) of Absence 11-21-07
 Fecha de Ausencia 11-21-07
 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.
Las siguientes ausencias con tres (3) días de notificación serán registradas, pero no serán consideradas un incidente para razones de asistencia. Proveyendo razones falsas de ausencia resultara en su terminación de empleo.

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

Details of Absence (Detalles de Ausencia):

[Signature]
 Employee Signature (Firma de Empleado)

11-21-07
 Date (Fecha)

[Signature]
 Brenda Guind
 11/21/07
 12/6/07



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

Absence Request From

(Pedido de Ausencia)

Name: Wallace P. Potts

Nombre

Today's Date of Request: 12-11-07

Fcha de Pedido

Department Mould

Departamento

Date(s) of Absence 12-11-07

Fecha de Ausencia

Time Out (Hora de Salida) 10:00 pm

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):

Time off

Wallace P. Potts

Employee Signature (Firma de Empleado)

12-11-07

Date (Fecha)

For Office Use Only (Solo para uso de Oficina)

Approved (Aprobado) Not Approved (No Aprobado)

[Signature]
Team Leader Signature (Firma del Lider)

Dec 11, 2007
Date (Fecha)

[Signature]
Shift Leader / Manager / HR (Lider /Gerente/RH)

12/14/07
Date (Fecha)