
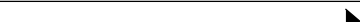
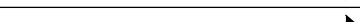
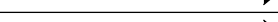


Authorized Absence From Workroom Floor

(See reverse for instructions)

Employee Name/No. of Employees		
Leave Unit 		
Arrive 		
Leave 		
Return to Unit 		

Steward's Duty Time Meeting Time Other Time

Reason for Absence

PS Form **7020**, May 1998



Instructions

Use this form when employees leave for:

- scheme examinations,
- medical unit,
- guide duty,
- civil defense,
- time devoted to grievances,
- consultations with personnel section, or
- consultation with administrative officials.

The tour supervisor ensures the collection of this form from work center supervisors for transmittal to the timekeeper, where appropriate, and/or to the finance manager who totals time recorded on these forms and charge to the appropriate operation number.

PS Form **7020**, May 1998

