<table>
<thead>
<tr>
<th>Employee Name/No. of Employees</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Leave Unit</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrive</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leave</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Return to Unit</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- [ ] Steward's Duty Time
- [ ] Meeting Time
- [ ] Other Time

Reason for Absence

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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