

## Authorized Absence From Workroom Floor

(See reverse for instructions)

Employee Name/No. of Employees		
Leave Unit _____▶		
Arrive _____▶		
Leave _____▶		
Return to Unit _____▶		
<input type="checkbox"/> Steward's Duty Time <input type="checkbox"/> Meeting Time <input type="checkbox"/> 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.

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