| Employee Name/N  | No. of Employees      |                |              | - |
|------------------|-----------------------|----------------|--------------|---|
| Leave Unit —     |                       | •              |              | _ |
| Arrive —         |                       | •              |              | _ |
| Leave —          |                       | •              |              | _ |
| Return to Unit   |                       | •              |              | _ |
|                  | ☐ Steward's Duty Time | ☐ Meeting Time | ☐ Other Time | _ |
| Reason for Absen | се                    |                |              | _ |
|                  |                       |                |              |   |

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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