Card I *Wednesday* — Sick Family Member report with symbol in Exception and Leave box. Pre-Shift OT should be initialed by supervisor.

WEEKLY LEAVE RECORD

see reverse side for instructions

DIST	LIFE NO	EMPLOYEE NAME	PERIOD ENDING	CODES

EMPLOYEE SIGNATURE _____

APPROVAL _____

DATE / DAY OF THE WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	TOTAL
TIME IN	N/S	0740		0740	0740	0740		
TIME OUT		1600		1600	1600	1600		
APPROVAL	Pre Post	Pre Post	Pre Post	Pre Post	Pre Post	Pre Post	Pre Post	
HOURS WORKED		NL		NL	NL	NL		
LEAVE & EXCEPTS — VACATION							V-6D	
SICK LEAVE								
SFM			8					
FOR PAYROLL USE ONLY								

Card II *Monday* — Authorized to report 2 hours before regular schedule. Requires supervisor's initials in Pre-Approval box.
Tuesday — Authorized to report No Meal Period. Requires supervisor's initials in Post-Approval box.
Thursday — Temporary Schedule Change for employee's convenience. Requires ER symbol in Exception box and supervisor's initials in Pre-Approval box.

WEEKLY LEAVE RECORD

see reverse side for instructions

DIST	LIFE NO	EMPLOYEE NAME	PERIOD ENDING	CODES

EMPLOYEE SIGNATURE _____

APPROVAL _____

DATE / DAY OF THE WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	TOTAL
TIME IN	0600	0800	0800	0830	0800			
TIME OUT	1630	2030	1630	1700	1630			
APPROVAL	Pre CB Post	Pre Post CB	Pre Post	Pre CB Post	Pre Post	Pre Post	Pre Post	
HOURS WORKED		NMP						
LEAVE & EXCEPTS — VACATION								
SICK LEAVE								
				ER				
FOR PAYROLL USE ONLY								

Card III *Monday* — Authorized to report 2 hours Emergency Call-In. Requires supervisor's initials in Pre-Approval box.
Wednesday — Authorized to report Emergency Hold-Over. Requires supervisor's initials in Post-Approval box.

WEEKLY LEAVE RECORD

see reverse side for instructions

DIST	LIFE NO	EMPLOYEE NAME	PERIOD ENDING	CODES

EMPLOYEE SIGNATURE _____

APPROVAL _____

DATE / DAY OF THE WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	TOTAL
TIME IN	0200	0700	0700	0700	0700			
TIME OUT	0400	1530	1600	1530	1530			
APPROVAL	Pre CB Post	Pre Post	Pre Post CB	Pre Post	Pre Post	Pre Post	Pre Post	
HOURS WORKED	ECI		EHO					
LEAVE & EXCEPTS — VACATION	8							
SICK LEAVE								
SHS					4.5			
FOR PAYROLL USE ONLY								

Card IV *Thursday* - Employee changes shifts on Thursday without the required notification. Requires Short Notice Change symbol in Exception and Leave box, and supervisor's initials in Pre-Approval box.

WEEKLY LEAVE RECORD

DIST	LIFE NO	EMPLOYEE NAME	PERIOD ENDING	CODES

EMPLOYEE SIGNATURE _____

APPROVAL _____

DATE / DAY OF THE WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	TOTAL
TIME IN	0800	0800	0800	1530	0800			
TIME OUT	1600	1600	2030	2400	1600			
APPROVAL	Pre Post	Pre Post	Pre Post	Pre Post	Pre Post	Pre Post	Pre Post	
HOURS WORKED								
LEAVE EXCEPTIONS: VACATION								
SICK LEAVE								
				SWC				
FOR PAYROLL USE ONLY								

Card V *Monday* — Employee changes shift on Monday but also worked on Sunday of the previous week within a 24-hour period of Monday's starting time. Employee should enter RPC symbol in Exception column. Supervisor approval is not required.

WEEKLY LEAVE RECORD

DIST	LIFE NO	EMPLOYEE NAME	PERIOD ENDING	CODES

EMPLOYEE SIGNATURE _____

APPROVAL _____

DATE / DAY OF THE WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	TOTAL
TIME IN	0001	0001	0001	0001	0001			
TIME OUT	0800	0800	0800	0800	0800			
APPROVAL	Pre Post	Pre Post	Pre Post	Pre Post	Pre Post	Pre Post	Pre Post	
HOURS WORKED								
LEAVE EXCEPTIONS: VACATION								
SICK LEAVE								
	RPC							
FOR PAYROLL USE ONLY								

Card VI Shift schedule must be shown in the Shift box.
NS days should be noted in the Leave and Exception box.
Authorized OT hours requires supervisor's initials in OT Approval box.

MONTHLY NON-EXEMPT LEAVE RECORD

DIST	LIFE NO	EMPLOYEE NAME	PERIOD ENDING	CODES	SHIFT	FULL MONTH	HOURS
					10%		
					15%	X	

EMPLOYEE SIGNATURE _____

APPROVAL _____

DATE / DAY OF THE WEEK	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		TOTAL
HOURS WORKED	7.0	6.0	8.0	8.0				12.5	12.5			12.5	12.5			12.5	12.5	12.5		12.5	12.5		10.5									
OT APPROVAL																																
LEAVE EXCEPTIONS: VACATION	1.0	2.0																					2.0		12.0			12.5	12.0			
SICK LEAVE																																
					NS	NS	NS			NS	NS			NS	NS			NS	NS					NS		NS	NS			NS		
FOR PAYROLL USE ONLY																																