

Example:

(Holiday is considered an 8 hour day)

Employee on optional work schedule of 4 - 9 hour days + 1 - 4 hour day.

Example on how to complete time sheet when holiday falls on the employee's 4 hour work day.
(Holiday in this example is Friday, 8/8 and the employee will observe 4 hours on 8/7 and 4 hours on 8/8)

RECORD ATTENDANCE AND LEAVE DAILY:

	MON	TUE	WED	THUR	FRI	SAT	SUN	MON	TUE	WED	THUR	FRI	SAT	SUN	TOTAL
DATE	8/4	8/5	8/6	8/7	8/8	8/9	8/10	8/11	8/12	8/13	8/14	8/15	8/16	8/17	
REGULAR HOURS WORKED	9	9	9	5	4			9	9	9	9	4			72
AUTHORIZED LEAVE W/PAY															
LEAVE W/O PAY															
OVERTIME HOURS WORKED															
TOTAL HOURS	9	9	9	5				9	9	9	9	4			72
COMP. TIME WORKED															

I CERTIFY THAT THIS IS A CORRECT RECORD OF ATTENDANCE AND LEAVE FOR THE STATED PERIOD.

INSTRUCTIONS

ON
BACK

DATE

EMPLOYEE

DATE

SUPERVISOR

Example:

Employee on optional work schedule of 4 - 9 hour days + 1 - 4 hour day.

Example on how to complete time sheet when holiday falls on one of the employee's 9 hour work days. (Holiday in this example is Wednesday, 8/6)

RECORD ATTENDANCE AND LEAVE DAILY:

	MON	TUE	WED	THUR	FRI	SAT	SUN	MON	TUE	WED	THUR	FRI	SAT	SUN	TOTAL
DATE	8/4	8/5	8/6	8/7	8/8	8/9	8/10	8/11	8/12	8/13	8/14	8/15	8/16	8/17	
REGULAR HOURS WORKED	9	9	4	9	4			9	9	9	9	4			71
AUTHORIZED LEAVE W/PAY			1*												1
LEAVE W/O PAY															
OVERTIME HOURS WORKED															
TOTAL HOURS	9	9	1*	9	4			9	9	9	9	4			72
COMP. TIME WORKED															

I CERTIFY THAT THIS IS A CORRECT RECORD OF ATTENDANCE AND LEAVE FOR THE STATED PERIOD.

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*Employee would have to use 1 hour of compensatory leave or annual leave on the holiday (8/6) to get full credit for 9 hours of work on that day. (Holiday is considered an 8 hour day)