

Example:

Employee on optional work schedule of 4 - 10 hour days.

Example on how to complete time sheet when holiday falls on the employee's regularly scheduled work day. (Holiday in this example is Tuesday 8/5)

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	10	8	10	10				10	10	10	10				70
AUTHORIZED LEAVE W/PAY		2*													2
LEAVE W/O PAY															
OVERTIME HOURS WORKED															
TOTAL HOURS	10	2	10	10				10	10	10	10				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 _____

* The employee will have to use 2 hours of authorized leave with pay to receive full credit for the 10 hour work day. (Holiday is considered an 8 hour day)

Example:

Employee on optional work schedule of 4 - 10 hour days.

Example on how to complete time sheet when holiday falls on the employee's regularly scheduled day off. (Holiday in this example is Friday, 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	10	10	10		8			10	10	10	10				70
AUTHORIZED LEAVE W/PAY				2*											2
LEAVE W/O PAY															
OVERTIME HOURS WORKED															
TOTAL HOURS	10	10	10	2*				10	10	10	10				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 _____

* The employee will observe the holiday on Thursday, 8/7 and will have to take 2 hours of authorized leave with pay in order to account for the 10 hours taken on 8/7. (Holiday is considered an 8 hour day)