

# SEPTEMBER 2009

Employee Name \_\_\_\_\_ Work Start Time \_\_\_\_\_

## WEEKLY/MONTHLY TIME SHEET AND LEAVE APPROVAL FOR PROFESSIONAL LEVEL 1 EMPLOYEES OF THE JOINT INSTITUTE FOR THE STUDY OF THE ATMOSPHERE AND OCEAN

Leave\*\*  
Approval

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Supervisor

Indicate the number of hours you worked during your regular work schedule and any overtime or leave taken.

For the overtime earned this month, I (the employee) would like:

\_\_\_\_\_ of the hours to be paid. \_\_\_\_\_ of the hours as compensatory time.

We certify that the hours claimed for payment and/or compensatory time are correct.

Employee Signature \_\_\_\_\_ Supervisor Signature \_\_\_\_\_

\*Weekly Totals: total ONLY hours worked and overtime.

\*\*Prior approval required for all leave except sick leave, which must be approved within three days of returning to work.

Leave Key			FMLA Covered Leave	
W:Hours Worked	HA:Holiday Credit Accrued	C:Civil Leave	AF:Annual Leave	HF:Holiday Credit
A:Annual Leave	HU:Holiday Credit Used	L:Leave Without Pay	SF:Sick Leave	LF:Leave without Pay
S:Sick Leave	PH:Personal Holiday	M:Military Leave	PHF:Personal Holiday	SHF:Shared Leave
CA:Comp Time Accrued	B:Bereavement Leave	SH:Shared Leave Used	DLF:Discretionary Lv Used	
CU:Comp Time Used	OP:Overtime Worked & Paid	DU:Discretionary Lv Used		