JISAO – Cruise Documentation

Employee: _____ Budget (if other than 62-5440)_____

Cruise/Ship Name:_____

Cruise Dates:_____ Destination:_____

Nature of Research:_____

_____

_____

Date	Total Hours	Reg. Hours	O/T* Hours	S/T** Hours

Date	Total Hours	Reg. Hours	O/T* Hours	S/T** Hours

Total Hours	Reg.	O/T*	S/T**

Overtime/Straight time requested as: **payment _____# of hours**
comp time _____# of hours
holiday credit _____# of hours

Employee Signature_____date_____

Supervisor Signature_____date_____

*Overtime pay will be paid to Level 1 professional staff employees who are directed to work in excess of 40 hours per week. Weekday hours in excess of 8 and all weekend hours worked should be marked in the O/T Hours box. Level 1 staff receive straight time (as holiday credit) for the first 8 hours worked on a holiday, all additional hours are compensated as overtime.

**Levels 2 and 3 professional staff employees at sea for three or more consecutive days may receive up to 4 hours of additional pay or comp time for regular work days and from 8 to 12 hours additional pay or comp time for Saturdays and Sundays. They may be paid for up to 4 additional hours on a holiday and may be eligible for holiday credit (to be used within 90 days). Levels 2 and 3 professional staff should indicate all weekday hours in excess of 8 and all weekend and holiday hours as straight time in the S/T Hours box.

Send this form to the JISAO office immediately upon returning from a cruise. Provide additional sheets as necessary.

Send to: Joe Greer, Campus Box 355672
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