

INSTRUCTIONS

1. Explain **FULLY** absences and/or overtime.
2. Overtime **MUST** be approved prior to working.
3. Absences for custodial/maintenance are to be reported to both your Supervisor and the Supervisor of Buildings and Grounds and to the work location prior to the absence.

OVERTIME

DATE	WORK	REASON FOR OVERTIME	AUTHORIZED	HOURS		TOTAL
	LOCATION		BY:	FROM	TO	HOURS

AUTHORIZING SIGNATURE_____

ABSENCES

DATE	WORK	REASON FOR ABSENCE	AUTHORIZED	HOURS		TOTAL
	LOCATION		BY:	FROM	TO	HOURS

REPORTED TO:_____

