

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

AUTHORIZING SIGNATURE _____

ABSENCES

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

REPORTED TO: _____

