Timesheet Exception Form

Name _____

Event Date(s) _____

Leave Type: ☐ **Sick** ☐ **Vacation**

Duration: ☐ **Full Day** ☐ **½ Day** **Hours** _____

Check In/Out Corrections:

Date _____

Time _____ ☐ **In** ☐ **Out**

Time _____ ☐ **In** ☐ **Out**

_____ _____

Employee Signature **Supervisor Signature**

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Date _____

Time _____ ☐ **In** ☐ **Out**

Time _____ ☐ **In** ☐ **Out**

_____ _____

Employee Signature **Supervisor Signature**

The employee should complete and sign this form anytime they are absent or need to adjust their check in and/or check out time.

Name: Employee Name

Event Date: The date(s) of the absence.

Leave Type: Check the type of leave you used (Sick or Vacation) on the date you were absent. Personal Days need to be requested using the Personal Necessity Leave Form.

Duration: Check the amount of time used on the date you were absent. A full day (8 hours), ½ day (4) hours, or list the number of hours used.

Check In/Out Corrections: This section is used to adjust your check in and/or check out times. Should you forget to check in or out on a timely basis, complete this form with the correct time you started work and or ended work and mark the appropriate in or out box.

Signature: The employee & employees supervisor should sign this form as a statement that the information presented is accurate.

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