

University of Puget Sound
Exceptions to Regular Hours Worked
For Salaried Staff Members in Non-exempt Positions

Please complete and submit this form to the Payroll Department on the last working day of each month. Please refer to the *Staff Policies and Procedures Manual* and the Human Resources website for important information to help in completion of this form. Your vacation and sick leave balances can be found on your latest check stub or direct deposit notice

Pay Period Dates: _____

ID/Name: _____

Position: _____ **Department:** _____

Exception Hours to Report This Month
(please use decimals)

No leave used this month

Staff member's work schedule is 8-12, 1-5, Mon.-Fri.

Other (Indicate work schedule if different from above).

Vacation Leave (VAC) _____

Sick Leave Personal (SIC) _____

Family (SCF) _____

Medical/Dental (SCM) _____

Personal Leave (PER) _____

Bereavement (BRV) _____

Jury Duty (JUR) _____

Military Leave (MIL) _____

Leave Without Pay (LWP) _____

Overtime (OT) _____

Shift Differential (SDF) _____

Straight Time* (CMP) _____

For each day that does not conform to your normal weekly work schedule, for each day in which any leave time was used, or for each day for which shift differential applies, please record your hours in the box below that corresponds to the day of the month in which the hours were worked/used. If leave time was used, please indicate the type of leave using the letter codes set forth on the left.

Mon	Tues	Wed	Thur	Fri	Sat	Sun

Pay for Work on a Holiday (HO1) _____
 or

add _____ hours to vacation balance

Note to Human Resources:

Convert _____ hours of sick leave to _____ hours of vacation leave (Conversion rate is 40 hours of sick leave to 8 hours of vacation leave). I may convert sick leave hours earned beyond my 600 hours balance.

 Staff Member Certification of Conversion Request Date

The above is a true and accurate record of my leave use and /or time worked.

 Staff Member's Signature Date

I have authorized the above paid leave benefits and compensation for this pay period.

 Supervisor's Signature Date

* Straight Time is remaining balance of OT converted at 1.5 rate that has been used during the month.