

OVERTIME AND SHIFT ASSIGNMENT RECORD

EXCEPTIONS:

S – SICK LEAVE
A – ANNUAL LEAVE
M – MILITARY LEAVE
(Civilian)

H – Holiday Leave
I – Administrative Leave
V – Leave Without Pay (Authorized LWOP)
C – Compensatory Leave

L – Loan to Another Shop
J – Court/Excused Leave (Jury Duty)
U – Absent Without Leave (AWOL)
W – Overtime Worked

D – Overtime Declined
G – Overtime Assigned (Employee Absent)
P – Overtime Paid but Not Worked (M, J etc)
E – Overtime Charged While Employee on Leave

TRADE RATING		SHOP					MONTH					YEAR					2 nd SHIFT: RED 3 rd SHIFT: GREEN												TOTAL MONTHLY EARNED OT HRS																									
NAMES	ACCUMLTD EARNED OVERTIME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27		28	29	30	31																					