



UC San Diego

Policy & Procedure Manual

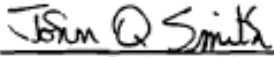
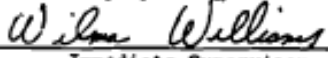
[Search](#) | [A-Z Index](#) | [Numerical Index](#) | [Classification Guide](#) | [What's New](#)

PAYROLL

Section: 395-4.1 EXHIBIT B-1
 Effective: 07/01/1997
 Supersedes: 04/15/1992
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EXHIBIT B-1

UCSD DEPARTMENTAL APPROVAL OF ABSENCE OR OVERTIME							
From		To		Total Hours	Check one:		Reason for Absence or Type Overtime and Project
Date	Hour	Date	Hour		Absence	Overtime	
9/30/11	8:00	9/30/11	8:15	.25	✓		TARDY
9/30/11	4:30	9/30/11	4:45	.25		✓	MAKE-UP TIME

Charge Absence to: _____ Hours Sick Leave _____ Hours Vacation _____ Hours Compensatory Time Off for Overtime worked _____ Hours without pay Absences for jury duty, voting or military physicals are paid without charging time to above. FO 2104	Overtime Compensation: _____ Hours Pay _____ Hours Accumulate for Comp Time Off <div style="text-align: right;">  Employee Signature  Immediate Supervisor _____ Other Approval if necessary </div>
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Prepare in advance of absence when possible or immediately upon return. Define overtime if call-back back, make-up, dual employment or extended work week. No overtime is to be worked without prior approval.