EXHIBIT B

<table>
<thead>
<tr>
<th>Date</th>
<th>From</th>
<th>To</th>
<th>Total Hours</th>
<th>Check one:</th>
<th>Reason for Absence or Type Overtime and Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/25/1</td>
<td>8:00</td>
<td>9/25/1</td>
<td>4:30</td>
<td>VACATION</td>
<td></td>
</tr>
</tbody>
</table>

Charge Absence to: Vacation Compensation

- 8 Hours Sick Leave
- 8 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.

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.