### EXHIBIT B-1

**UCSD DEPARTMENTAL APPROVAL OF ABSENCE OR OVERTIME**

<table>
<thead>
<tr>
<th>From Date</th>
<th>From Hour</th>
<th>To Date</th>
<th>To Hour</th>
<th>Total Hours</th>
<th>Absence</th>
<th>Overtime</th>
<th>Reason for Absence or Type Overtime and Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/20/97</td>
<td>8:00</td>
<td>9/20/97</td>
<td>8:15</td>
<td>.25</td>
<td>✓</td>
<td></td>
<td>TARDY</td>
</tr>
<tr>
<td>9/20/97</td>
<td>4:30</td>
<td>9/20/97</td>
<td>4:45</td>
<td>.25</td>
<td>✓</td>
<td></td>
<td>MAKE-UP TIME</td>
</tr>
</tbody>
</table>

Charge Absence to: __________________________ Overtime Compensation: __________________________

- ___ Hours Sick Leave
- ___ Hours Vacation
- ___ Hours Compensatory Time
- ___ Hours without pay

Absences for jury duty, voting or military physicals are paid without charging time to above.

FO 2104

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.

Employee Signature: __________________________

Immediate Supervisor: __________________________

Other Approval if necessary: __________________________