



UC San Diego

Policy & Procedure Manual

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PAYROLL

Section: 395-4.1 EXHIBIT B

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EXHIBIT B

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	
9/25/1	8:00	9/25/1	4:30	8	✓		VACATION

Charge Absence to: Overtime Compensation:

<p>_____ Hours Sick Leave</p> <p><u>8</u> Hours Vacation</p> <p>_____ Hours Compensatory Time Off for Overtime worked</p> <p>_____ Hours without pay</p>	<p>_____ Hours Pay</p> <p>_____ Hours Accumulate for Comp Time Off</p>
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Absences for jury duty, voting or military physicals are paid without charging time to above.

FO 2104

John Q Smith
Employee Signature

Wilma Williams
Immediate Supervisor

Other Approval if necessary

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.