TIME SHEET FOR EXEMPT EMPLOYEES

Employee Name _____

For the Payroll Period ending

DATE	SICK	VAC	R & R	SUPERVISOR APPROVAL	R&R/Other Comments

If time sheet includes R & R Time, please give an explanation of the event causing you to work more than your normal hours

_____ Date _____

Employee Signature

_____ Date _____

Supervisor Signature

Time sheets are due on the 9th and 24th of the month. End of pay period to be estimated.

"This time sheet is not intended to track hours worked by the exempt employee,
but to track use of leave benefits (sick,vacation, r & r) only.
It is not intended to alter the exempt employee's status."