

WORK SCHEDULE REPORT

(The work week begins on Saturday and ends on Friday for all employees)

WEEK:

EMPLOYEE:

Category	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Regular Hours			7.5	7.5	7.5	7.5	7.5
Paid Leave Hours							
Un-paid Leave							
Pre-Approved Overtime Hours							
Non Pre-Approved Overtime Hours							

For Non Pre-Approved Overtime Hours Provide Explanation of need for Overtime:

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

TO BE RETAINED BY SUPERVISOR

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