SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES ADMINISTRATION

FLEXITOUR WITH CREDIT HOURS

DAILY SIGN-IN/SIGN-OUT TIME SHEET

DATE:

ORGANIZATION:

SIGN-IN		SIGN-OUT			APPROVED ABSENCE			
Employee Signature	Time In	Employee Signature	Time Out	Credit Hours Earned	From	To	Type of Leave Used AL/SL/LWOP/ OTHER	Credit Hours Used

Employees should sign-in chronologically upon arrival and sign-out on the same line at time of departure. In event of absence or credit hour usage for a portion of a day, the employee should complete the section "APPROVED ABSENCE."

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