

WEEKLY WORK/LEAVE EFFORT RECORD

NORMAL WORK SCHEDULE: TIME IN \_\_\_\_\_ TIME OUT \_\_\_\_\_

DIST	LIFE NUMBER	EMPLOYEE NAME	PERIOD ENDING	CODES
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EMPLOYEE SIGNATURE \_\_\_\_\_

APPROVAL \_\_\_\_\_

DATE		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY		TOTAL
TIME IN																
TIME OUT																
APPROVAL		Pre:	Post:	Pre:	Post:	Pre:	Post:	Pre:	Post:	Pre:	Post:	Pre:	Post:	Pre:	Post:	
HOURS WORKED																
LEAVE & EXCEPTIONS	VACATION															
	SICK LEAVE															
FOR PAYROLL USE ONLY																

WEEKLY LABOR COST CHARGE RECORD

DIST	LIFE NUMBER	EMPLOYEE NAME	PERIOD ENDING	CODES
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EMPLOYEE SIGNATURE \_\_\_\_\_

APPROVAL \_\_\_\_\_

DATE		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY		TOTAL
EFFORT	ACCOUNT #	CODE														

INSTRUCTIONS

Fill in hours worked by account on a daily basis. Additional accounts that you have been authorized to work on by your supervisor may be written in the Account # column. Check totals; sign both halves of the card.

FAMILY MEDICAL LEAVE ACT

**Use of the following codes not permissible without approval from Liberty Mutual for that day**

Pending but not approved days can be corrected in a subsequent week by a "blue card"

Total of "Effort By Account" must equal "Hours Worked"

WEEKLY LEAVE RECORD (TOP HALF OF CARD) INSTRUCTIONS

- The 24 hour system (0001-2400) will be used exclusively when recording time.
- TIME IN: Enter exact time on duty as required.
- TIME OUT: Enter exact time of work completion.
- Overtime claims must be approved by authorized personnel.
- HOURS WORKED: Record only the hours worked for the day.
- LEAVE & EXCEPTIONS: Indicate all leave and exceptions to the regular schedule using the symbols at right.
- Signature asserts that the hours on this timecard represent the correct work effort/leave time and that any training on overtime hours are indicated using the code TRO.

- |                           |                               |                                |
|---------------------------|-------------------------------|--------------------------------|
| D Doctor/Dentist Visit    | ML Military Leave             | SOI Occupational Injury        |
| DL Death Leave            | NL No Lunch                   | SR Special Rate                |
| E Special Excused Absence | NMP No Meal Period            | TRO Training On Overtime       |
| ECI Emergency Call-in     | NS Not Scheduled              | UA Unauthorized Absence        |
| ER Employee's Request     | RPC Refer to Previous Card    | V/P Vacation/Personal Time     |
| H Holiday                 | SFM Sick Family Member        | VB Vacation Bought (Purchased) |
| JD Jury Duty              | SHS Sent Home Sick            |                                |
| LWP Leave Without Pay     | SNC Short Notice Shift Change |                                |

- FML LWP-non pay; used for employee or family member (see LWP policy)
- FLS Sick; used for employee only
- FLV Vacation; used for employee or family member
- FMF SFM; used for employee's family member only (see SFM policy)
- Firefighters Only:
  - MFS Sick; used for employee only
  - MFV Vacation; used for employee or family member
  - MFF SFM; used for employee's family member only (see SFM policy)