|  |  |
| --- | --- |
| Employee full name: |  |
| Post title: |  |
| AU/Service: |  |
| Date from: |  |
| Date to: |  |
| Hours credit (+): |  |
| Hours debit (-): |  |

|  |
| --- |
| **Week 1** |
| Day | AM (a) | PM (b) | Credited time (c) | **Total (a+b+c)** |
| Start | End | Start | End | Hrs | Mins | Reason | **Hrs** | **Mins** |
| Mon |  |  |  |  |  |  |  |  |  |
| Tue |  |  |  |  |  |  |  |  |  |
| Wed |  |  |  |  |  |  |  |  |  |
| Thu |  |  |  |  |  |  |  |  |  |
| Fri |  |  |  |  |  |  |  |  |  |
| **Total weekly hours worked** |  |
| Hours to carry forward to next week (ie: Total minus “Standard” hours) |  |

| **Week 2** |
| --- |
| Day | AM (a) | PM (b) | Credited time (c) | **Total (a+b+c)** |
| Start | End | Start | End | Hrs | Mins | Reason | **Hrs** | **Mins** |
| Mon |  |  |  |  |  |  |  |  |  |
| Tue |  |  |  |  |  |  |  |  |  |
| Wed |  |  |  |  |  |  |  |  |  |
| Thu |  |  |  |  |  |  |  |  |  |
| Fri |  |  |  |  |  |  |  |  |  |
| **Total weekly hours worked** |  |
| Hours to carry forward to next week (ie: Total minus “Standard” hours) |  |

|  |
| --- |
| **Week 3** |
| Day | AM (a) | PM (b) | Credited time (c) | **Total (a+b+c)** |
| Start | End | Start | End | Hrs | Mins | Reason | **Hrs** | **Mins** |
| Mon |  |  |  |  |  |  |  |  |  |
| Tue |  |  |  |  |  |  |  |  |  |
| Wed |  |  |  |  |  |  |  |  |  |
| Thu |  |  |  |  |  |  |  |  |  |
| Fri |  |  |  |  |  |  |  |  |  |
| **Total weekly hours worked** |  |
| Hours to carry forward to next week (ie: Total minus “Standard” hours) |  |

|  |
| --- |
| **Week 4** |
| Day | AM (a) | PM (b) | Credited time (c) | **Total (a+b+c)** |
| Start | End | Start | End | Hrs | Mins | Reason | **Hrs** | **Mins** |
| Mon |  |  |  |  |  |  |  |  |  |
| Tue |  |  |  |  |  |  |  |  |  |
| Wed |  |  |  |  |  |  |  |  |  |
| Thu |  |  |  |  |  |  |  |  |  |
| Fri |  |  |  |  |  |  |  |  |  |
| **Total weekly hours worked** |  |
| Hours to carry forward to next week (ie: Total minus “Standard” hours) |  |