

Work Make-up Schedule

The following work make-up schedule has been mutually agreed upon:

	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total Hrs
Work time missed								
Scheduled Make-up time								

This schedule should be followed to assure that all lost time is made up during that particular work week.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Copy to: Employee, Supervisor, Physical Plant Personnel File