

CAL POLY CORPORATION

SAN LUIS OBISPO

CAL POLY CORPORATION EXEMPT EXCEPTION TIMESHEET

Name: _____
 SS#: _____
 CostAccount: _____
 PayPeriodEnding: _____

HOURS

Regular Hours	Vacation	Emp. Sick	Family* Care Sick	Bereavement* Sick	Jury ** Duty	Personal Holiday	CTO Used	CTO*** Earned	Legal Holiday	Total Hours Must equal 80 hours

Employee Approval: _____

Department Head Approval: _____

RULES: Exempt employees may not charge leave balances for less than a full day. (Exempt employees do not charge for partial day absences.)

Only one personal holiday is authorized each calendar year.

*Family Care & Bereavement eligible family members:

Spouse, parents, parent-in-laws, step-parents, children, step-children, grandparents, siblings

Family Care: Only 48 hours of sick leave per calendar year may be charged for eligible family care

Bereavement: Up to 40 hours of sick leave may be charged as bereavement for each death of an eligible family member

**Jury Duty: Up to 15 days of Jury Duty will be authorized per calendar year.

***CTO Earned should be indicated if an employee was required to work on a Holiday. Only the hours that were actually worked should be recorded under CTO earned. The balance of the Holiday should be noted under Legal Holiday.

If a legal holiday falls in a pay period when no other exceptions (i.e. employee worked the holiday, took leave, etc.) have occurred, this form is not required; the holiday will automatically be credited to the employee.