





**Code for reasons employees are working outside of their assigned shift**

- 1 – Medical Appointment (provide individual’s name)
- 2 – Individual did not attend day program (provide individual’s name and why)
- 3 - Delay in going to the day program (provide individual’s name and why)
- 5 - Covering for staff on leave (provide staff’s name and leave form)
- 6 – Covering for staff who did not show for work (provide staff name warning)
- 7 – Time / Attendance system not working
- 8 – Staff failed to clock in or out (provide staff name warning)
- 9 – Staff was assigned to “mentor” a new hire

**P. Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**P. Chief:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Sr. Accountant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Finance Dir.:** \_\_\_\_\_ **Date:** \_\_\_\_\_