

Exception reports ensure that direct care employees are paid in a timely manner for hour's works outside of their regularly assigned shift for which they were hired to work. Employees will not be paid for these hours without the prior approval of their supervisor and the Program Director. Therefore, all employees should not have worked without first getting those approvals. Failure to accurately and completely fill out this form will lead to disciplinary action up to, and including, termination of employment.

Employee Name	Start Time	End Time	Regular Assigned Work Location & Shift	Reason for employee working outside of shift. <u>Use Codes</u>



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: