Center for Social Change, Inc.

We Change Lives

Exception Report

Coordinator		Date of Exception	

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.

Home

#	Employee Name (First & Last)	Start Time (AM/PM)	End Time (AM/PM)	Regular Assigned Work Location & Shift	Reason for employee working outside of shift. Use Codes
1					
2					
3					
4					
5					
6					

Home

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Codes for Reasons for employees working outside of their regular assigned shift:

1	Medical Appointment (**Provide individuals name**)	6	Covering for staff that did not show to work (**Provide staff name & employee warning**)
2	Individual did not attend day program (**Provide individuals name & why**)	7	Time/Attendance system not working
3	Delay in going to day program (**Provide individuals name & why**)	8	Staff failed to clock in or out (**Provide staffs name & attach employee warning**)
4	Working a shift no staff has been hired to fill (**Provide shift letter**)	9	Staff was assigned to 'mentor' a new hire
5	Covering for staff on approved leave (**Provide Staffs name & provide leave form**)		

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Completed By:

Program Coordinator		Date

Approved By:

Program Director		Date
Senior Accountant		Date
Finance Director		Date