

Appendix #62

LOS ANGELES COUNTY/DIVISION OF GENERAL INTERNAL MEDICINE APPROVAL OF ABSENCE OR OVERTIME

From		To		Total Hours	Check One:		Reason for Absence or Type Overtime
Date	Hour	Date	Hour		Absence	Overtime	
6/28/93				4			<i>Medical Attending</i>
6/29/93				5			
6/30/93				5			

Charge Absence to:

- Hours Sick Leave
- Hours Vacation
- Hours Compensatory Time Off for Overtime Worked
- Hours Without Pay

Overtime Compensation:

14 Hours Accumulated for Comp Time Off

David C. [Signature]

Employee Signature

Supervisor Signature

Absences for Jury Duty, Voting or Military Physicals are Paid Without Charging Time to Above.

Prepare in advance of absence when possible or immediately upon return. No overtime is to be worked without prior approval.