Provided below are several examples reflecting the proper way to record the 12/24/09 Early Release Time.

Example 1: **Employee is scheduled to work 7.50 hrs each day. They worked with their supervisor to coordinate start and stop times around the office closure and still meet the need to account for the 4 hrs balance of the schedule for that day. This employee worked for the 4 hrs.**

Day	Date	Start	Stop	Start	Stop	Regular Hours	Holi-day	Misc./ Other	Personal		Totals	Comments
									Annual	Sick		
Sat	12/19					RDO					0.00	
Sun	12/20					RDO					0.00	
Mon	12/21	8:00	12:00	13:00	16:30	7.50					7.50	
Tue	12/22	8:00	12:00	13:00	16:30	7.50					7.50	
Wed	12/23	8:00	12:00	13:00	16:30	7.50					7.50	
Thu	12/24	8:00	12:00			4.00		3.50			7.50	12/24 early release time
Fri	12/25					0.00	7.50				7.50	
Sat	12/26					RDO					0.00	
Sun	12/27					RDO					0.00	

Example 2: **Employee is scheduled to work 7.50 hrs each day, they had previously submitted a leave slip for the entire day 12/24/09. They change the hours on the leave slip to "4" and intialed the correction to adjust for the 3.5 hrs of early release time for that day.**

Day	Date	Start	Stop	Start	Stop	Regular Hours	Holi-day	Misc./ Other	Personal		Totals	Comments
									Annual	Sick		
Sat	12/19					RDO					0.00	
Sun	12/20					RDO					0.00	
Mon	12/21	8:00	12:00	13:00	16:30	7.50					7.50	
Tue	12/22	8:00	12:00	13:00	16:30	7.50					7.50	
Wed	12/23	8:00	12:00	13:00	16:30	7.50					7.50	
Thu	12/24					0.00		3.50	4.00		7.50	12/24 early release time
Fri	12/25					0.00	7.50				7.50	
Sat	12/26					RDO					0.00	
Sun	12/27					RDO					0.00	

Example 3: **Employee is scheduled to work 7.50 hrs each day - swing shift. They worked with their supervisor to coordinate start and stop times around the office closure and still meet the need to account for the 4 hrs balance of the schedule for that day. This employee worked for the 4 hrs.**

Day	Date	Start	Stop	Start	Stop	Regular Hours	Holi-day	Misc./ Other	Personal		Totals	Comments
									Annual	Sick		
Sat	12/19					RDO					0.00	
Sun	12/20					RDO					0.00	
Mon	12/21	13:00	17:00	18:00	21:30	7.50					7.50	
Tue	12/22	13:00	17:00	18:00	21:30	7.50					7.50	
Wed	12/23	13:00	17:00	18:00	21:30	7.50					7.50	
Thu	12/24			17:30	21:30	4.00		3.50			7.50	12/24 early release time
Fri	12/25					0.00	7.50				7.50	
Sat	12/26					RDO					0.00	
Sun	12/27					RDO					0.00	

Example 4: **Employee is scheduled to work 7.50 hrs each day, their RDOs are Wednesday/Thursday. They would get 3.5 hrs posted to their personal leave bucket for 12/24 early release time.**

Day	Date	Start	Stop	Start	Stop	Regular Hours	Holi-day	Misc./ Other	Personal		Totals	Comments
									Annual	Sick		
Sat	12/19	8:00	12:00	13:00	16:30	7.50					7.50	
Sun	12/20	8:00	12:00	13:00	16:30	7.50					7.50	
Mon	12/21	8:00	12:00	13:00	16:30	7.50					7.50	
Tue	12/22	8:00	12:00	13:00	16:30	7.50					7.50	
Wed	12/23					RDO					0.00	
Thu	12/24					RDO		3.50			3.50	post 3.5 hrs early release time
Fri	12/25					0.00	7.50				7.50	
Sat	12/26	8:00	12:00	13:00	16:30	7.50					7.50	
Sun	12/27					RDO					0.00	

Example 5: **Employee is scheduled to work 7.50 hrs each day, their RDOs are Friday/Saturday. The Holiday is rescheduled to 12/24/09. They would get 3.5 hrs posted to their personal leave bucket for 12/24 early release time.**

Day	Date	Start	Stop	Start	Stop	Regular Hours	Holi-day	Misc./ Other	Personal		Totals	Comments
									Annual	Sick		
Sat	12/19	8:00	12:00	13:00	16:30	7.50					7.50	
Sun	12/20	8:00	12:00	13:00	16:30	7.50					7.50	
Mon	12/21	8:00	12:00	13:00	16:30	7.50					7.50	
Tue	12/22	8:00	12:00	13:00	16:30	7.50					7.50	
Wed	12/23	8:00	12:00	13:00	16:30	7.50					7.50	
Thu	12/24					0.00	7.50	3.50			11.00	post 3.5 hrs early release time
Fri	12/25					RDO					0.00	
Sat	12/26					RDO					0.00	
Sun	12/27	8:00	12:00	13:00	16:30	7.50					7.50	

Example 6: **Employee is part-time and scheduled to work 6.0 hrs each day. They worked with their supervisor to coordinate start and stop times around the office closure and still meet the need to account for the 2.5 hrs for the balance of the schedule for that day. This employee worked for the 2.5 hrs.**

Day	Date	Start	Stop	Start	Stop	Regular Hours	Holi-day	Misc./ Other	Personal		Totals	Comments
									Annual	Sick		
Sat	12/19					RDO					0.00	
Sun	12/20					RDO					0.00	
Mon	12/21	8:00	11:00	12:00	15:00	6.00					6.00	
Tue	12/22	8:00	11:00	12:00	15:00	6.00					6.00	
Wed	12/23	8:00	11:00	12:00	15:00	6.00					6.00	
Thu	12/24	8:00	10:30			2.50		3.50			6.00	12/24 early release time
Fri	12/25					0.00	6.00				6.00	
Sat	12/26					RDO					0.00	
Sun	12/27					RDO					0.00	

Example 7: **Employee has an alternate work week schedule and is normally scheduled to work 8.5 hrs each day for this week. They worked with their supervisor to coordinate start and stop times around the office closure, adjust for the 1 hour to be made up for the holiday for their alternate work week schedule and still meet the need to account for the 5 hrs for the balance of the schedule for that day. This employee worked for the 5 hrs.**

Day	Date	Start	Stop	Start	Stop	Regular Hours	Holi-day	Misc./ Other	Personal		Totals	Comments
									Annual	Sick		
Sat	12/19					RDO					0.00	
Sun	12/20					RDO					0.00	
Mon	12/21	7:30	12:00	12:30	17:00	9.00					9.00	
Tue	12/22	7:30	12:00	12:30	17:00	9.00					9.00	
Wed	12/23	7:30	12:00	12:30	16:30	8.50					8.50	
Thu	12/24	7:00	12:00			5.00		3.50			8.50	12/24 early release time
Fri	12/25					0.00	7.50				7.50	
Sat	12/26					RDO					0.00	
Sun	12/27					RDO					0.00	