| UNDERTIME FORM      |            |                |                | UNDERTIME FORM      |            |                |                | UNDERTIME FORM             |                             |                |  |
|---------------------|------------|----------------|----------------|---------------------|------------|----------------|----------------|----------------------------|-----------------------------|----------------|--|
| Name of Employee    |            | Dat            | e Filed        | Name of Employee    |            | Date Filed     |                | Name of Employee           |                             | Date Filed     |  |
| Department P        |            | Position Title |                | Department          |            | Position Title |                | Department                 |                             | Position Title |  |
| Date of Undertime   | Time Start | of UT          | Time End of UT | Date of Undertime   | Time Start | of UT          | Time End of UT | Date of Undertime          | Time Start of UT            | Time End of UT |  |
| Reason              |            |                |                | Reason              |            |                |                | Reason                     |                             |                |  |
| Applicant Signature |            | Approved by    |                | Applicant Signature |            | Approved by    |                | Applicant Signature Approx |                             | oved by        |  |
| l                   | UNDERTIME  | FORM           |                | 1                   | UNDERTIM   | 1E FORM        |                | 1                          | UNDERTIME FORM              |                |  |
| Name of Employee    |            | Date Filed     |                | Name of Employee    |            | Date Filed     |                | Name of Employee           | Name of Employee Date Filed |                |  |
| Department          |            | Position Title |                | Department          |            | Position Title |                | Department Position        |                             | on Title       |  |
| Date of Undertime   | Time Start | of UT          | Time End of UT | Date of Undertime   | Time Start | of UT          | Time End of UT | Date of Undertime          | Time Start of UT            | Time End of UT |  |
| Reason              |            |                |                | Reason              |            |                |                | Reason                     |                             |                |  |
| Applicant Signature |            | Approved by    |                | Applicant Signature |            | Approved by    |                | Applicant Signature        | Appro                       | oved by        |  |