

Empl Name:

LAST 4 OF SSN

Work Center / Team:

PPE

Unit Identification Code:

Work Schedule Change

WEEK 1

JOB ORDER	TYPE HRS	Other/ NtDiff	SUN							
			Sun	Mon	Tues	Wed	Thurs	Fri	Sat	

WEEK 1 TOTAL

Sub Total

WEEK 2

WEEK 2			SUN PREM							WEEK 2
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WEEK 2 TOTAL

Sub Total

BIWEEKLY  
TOTAL

Timekeeper  
Initials

EMPLOYEE'S CERTIFICATION OF HOURS TRUE AND CORRECT

Employee Signature & Date

Supervisor Signature & Date

Empl Name:

PPE

Work Schedule Update:

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
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Supervisor Approval if changed

WEEK 1 Continued

Haz/  
Other/  
NtDiff

SUN PREM

WEEK 1 TOTAL Continued

JOB ORDER	TYPE HRS		Sun	Mon	Tues	Wed	Thurs	Fri	Sat
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Sub Total

WEEK 2 Continued

SUN PREM

WEEK 2 TOTAL Continued

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Sub Total

BIWEEKLY  
TOTAL

EMPLOYEE'S CERTIFICATION OF HOURS TRUE AND CORRECT

Timekeeper  
Initials

Employee Signature & Date

Supervisor Signature & Date

**REQUEST FOR OVERTIME / COMP TIME (in lieu of DA5172-R)**

NAME:

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PPE:

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[illegible]

AUTHORIZED APPROVER : \_\_\_\_\_

## WORK SCHEDULE CODES

0 - NOT ON AWS (5 DAYS WK; 8 HRS)  
1 - FLEXITOUR (5 DAYS WK; 8 HRS)  
2 - GLIDING (5 DAYS WK; 8 HRS)  
3 - VARIABLE DAY (40 HRS WK; DAYS VARY 0-24 HRS)  
4 - VARIABLE WEEK (80 HRS BIWK; DAYS VARY 0-24 HRS)  
5 - MAXI (80 HRS BIWK; DAYS VARY 0-24 HRS)  
6 - COMPRESSED (80 HRS BIWK; SCHEDULED DAYS)  
7 - FIRST FORTY (40 HRS WK; DAYS VARY 0-24 HRS)  
8 - COMPRESSED (40 HRS WK; SCHEDULED DAYS)  
D - VARIABLE (80 HRS BIWK; DAYS VARY 0-24 HRS)  
E - MAXI (80 HRS BIWK; DAYS VARY 0-24 HRS)

## CODE DESCRIPTIONS

HG - HOLIDAY WORK (GRADED)  
RG - REGULAR (GRADED)  
CB - TRAVEL COMP TIME EARNED  
CC - COMPENSATORY TIME CALLBACK  
CE - COMPENSATORY TIME EARNED  
CR - RELIGIOUS TIME EARNED  
HC - HOLIDAY CALLBACK  
OA - ADDITIONAL FLSA HOURS  
OC - OVERTIME CALLBACK  
ON - OVERTIME SCHEDULED - NOT WORKED  
OS - OVERTIME SCHEDULED  
OU - OVERTIME UNSCHEDULED  
CA - RELIGIOUS TIME TAKEN  
CF - TRAVEL COMP TIME TAKEN  
CT - COMPENSATORY TIME TAKEN  
KA - LWOP  
KB - SUSPENSION  
KC - AWOL  
KD - OFFICE OF WORKER COMP. PGM.  
KE - FURLOUGH  
KF - NON DUTY WITHIN REGULAR SCHEDULE  
KG - MILITARY FURLOUGH (ACTIVE DUTY)  
LA - ANNUAL  
LB - ADVANCED ANNUAL  
LC - COURT  
LF - FORCED ANNUAL  
LG - ADVANCED SICK  
LH - HOLIDAY  
LI - MILITARY (DC GUARD)  
LJ - SHORE  
LK - HOME  
LL - LAW ENFORCEMENT  
LM - MILITARY  
LN - ADMINISTRATIVE  
LO - BRAC RESTORED LEAVE  
LP - ANNUAL, RESTORED #3  
LQ - ANNUAL, RESTORED #2  
LR - ANNUAL, RESTORED #1  
LS - SICK  
LT - TRAUMATIC INJURY  
LV - EXCUSED ABSENCE  
LX - NONWORK, PAID (DAY OF DEATH)  
LY - TIME OFF LEAVE AWARD

## UNION CODES TO BE USED WITH RG/RF/RS/RT

BA - TERM NEGOTIATIONS  
BB - MID-TERM NEGOTIATIONS  
BD - LABOR/MGMT RELATIONS  
BD - GRIEVANCE AND APPEALS

FAMILY MED LV (MAX 12 WEEKS)  
USE WITH KA (LA/LS IF APPROVED)  
FAMILY MED LV (MAX 12 WEEKS)

DA - BIRTH  
DB - ADOPTION  
DC - FAMILY MEMBER  
DD - SELF

FAMILY FRIENDLY FULL-TIME  
EMPLOYEE MAY USE UP TO  
40 HRS IF EMPLOYEE MAINTAINS  
80 LS BALANCE, MAY USE ANOTHER  
64 MAX TOTAL = 104 HRS, USE  
WITH LS CODE

DE - FAMILY MEMBER OR  
BEREAVEMENT  
DF - ADOPTION

SICK LEAVE/FAMILY SERIOUS COND  
MEDICAL DOC REQUIRED, UP TO  
12 WEEKS/INCLUDES 104 HRS  
FAMILY FRIENDLY, USE WITH LS  
CODE

DE - FAMILY MEMBER  
DF - ADOPTION