

**JISAO – Cruise Documentation**

Employee: \_\_\_\_\_

Cruise/Ship Name: \_\_\_\_\_

Cruise Dates: \_\_\_\_\_ Destination: \_\_\_\_\_

Nature of Research: \_\_\_\_\_

\_\_\_\_\_

|  | Reg. Hours | O/T* | S/T** | Date | Total Hour | Reg. Hours | O/T* | S/T** |
|--|------------|------|-------|------|------------|------------|------|-------|
|  |            |      |       |      |            |            |      |       |
|  |            |      |       |      |            |            |      |       |
|  |            |      |       |      |            |            |      |       |
|  |            |      |       |      |            |            |      |       |
|  |            |      |       |      |            |            |      |       |
|  |            |      |       |      |            |            |      |       |
|  |            |      |       |      |            |            |      |       |
|  |            |      |       |      |            |            |      |       |
|  |            |      |       |      |            |            |      |       |
|  |            |      |       |      |            |            |      |       |
|  |            |      |       |      |            |            |      |       |
|  |            |      |       |      |            |            |      |       |
|  |            |      |       |      |            |            |      |       |
|  |            |      |       |      |            |            |      |       |
|  |            |      |       |      |            |            |      |       |
|  |            |      |       |      |            |            |      |       |
|  |            |      |       |      |            |            |      |       |
|  |            |      |       |      |            |            |      |       |
|  |            |      |       |      |            |            |      |       |
|  |            |      |       |      |            |            |      |       |
|  |            |      |       |      |            |            |      |       |
|  |            |      |       |      |            |            |      |       |
|  |            |      |       |      |            |            |      |       |
|  |            |      |       |      |            |            |      |       |
|  |            |      |       |      |            |            |      |       |
|  |            |      |       |      |            |            |      |       |
|  |            |      |       |      |            |            |      |       |
|  |            |      |       |      |            |            |      |       |
|  |            |      |       |      |            |            |      |       |
|  |            |      |       |      |            |            |      |       |
|  |            |      |       |      |            |            |      |       |
|  |            |      |       |      |            |            |      |       |
|  |            |      |       |      |            |            |      |       |

| Total Hours | Reg. | O/T* | S/T** |
|-------------|------|------|-------|
|             |      |      |       |

Overtime/Straight time requested as:      payment \_\_\_\_\_ # of hours  
 comp time \_\_\_\_\_ # of hours  
 holiday credit \_\_\_\_\_ # of hours

Employee Signature \_\_\_\_\_ date \_\_\_\_\_

Budget authority Signature \_\_\_\_\_ date \_\_\_\_\_

\* "O/T" is overtime--which is paid at time and half--and only available to overtime eligible staff. Weekday hours in excess of 8 (and all weekend hours worked) should be marked in the O/T Hours box. Overtime eligible staff receive straight time (as holiday credit) for the first 8 hours worked on a holiday, all additional hours are compensated as overtime.

\*\* "S/T" is straight time. While on a research cruise or flight, JISAO exempt staff will earn a flat rate of 10 hours of straight-time per day, 7 days per week. Employees can earn up to 12 hours/day maximum if required to work additional hours above 10. At the supervisor's discretion, straight time earned while on flight/cruise may be paid out or used as comp-time or some combination of the two. Compensatory time must be used or paid by December 31 of each year. Exempt staff should indicate all weekday hours in excess of 8 and all weekend and holiday hours as straight time in the S/T Hours box.

**Send this form to the JISAO office immediately upon returning from a cruise. Provide additional sheets as necessary.**