



Employee: _____ Grant Worktag # _____

Cruise/Vessel Name: _____

Cruise/Field Work Dates: _____ Destination: _____

Nature of Research: _____

[illegible][illegible]

Total Hours	Reg.	O/T*	S/T**	C/T**

Overtime/Straight time requested as:	payment	<u> </u>	# of hours
	comp time	<u> </u>	# of hours
	holiday credit	<u> </u>	# 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, 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; this must be pre-agreed on before the start of the trip. 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. For OT eligible staff compensatory time must be used or paid by June 30 of each year; for OT exempt staff, 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 CICOES office immediately upon returning from a cruise. Provide additional sheets as necessary.

Send to: Sharae Saleem Campus Box 355672 phone; 206-616-1407 snsaleem@uw.edu