

Employee: \_\_\_\_\_ Grant Worktag # \_\_\_\_\_

Cruise/Vessel Name: \_\_\_\_\_

Cruise/Field Work Dates: \_\_\_\_\_ Destination: \_\_\_\_\_

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

[illegible][illegible]

| <b>Total Hours</b> | <b>Reg.</b> | <b>O/T*</b> | <b>S/T**</b> | <b>C/T**</b> |
|--------------------|-------------|-------------|--------------|--------------|
| 0                  | 0           | 0           | 0            | 0            |

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, 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:** David Denton, Campus Box 355672, 206-616-1407, dentond@uw.edu