

Cheyenne and Arapaho Tribes WELLNESS LEAVE TIMESHEET

Section 5.7, Part C of the Personnel Policies state, "Wellness Leave-One (1) hour per day, three (3) times per week (maximum three hours per week) will be allowed. Misuse of this leave will result in the suspension of wellness leave for 6 months and face disciplinary action as outlined in the table of disciplinary action."

Employee Name:			Program:		Pay Period # :
Day of the Week	Date	Time In	Time Out	Location	Authorized Signature of Location's Personnel
* Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
* Saturday					
<i>* = Only those employees who are scheduled to work on the weekends will be eligible for these days.</i>					
<p>I CERTIFY THAT THE HOURS ABOVE ARE ACCURATE. Also I am aware that I have to submit this timesheet and record the time on my regular timesheet in order to be paid for the above hours.</p> <p>X _____ Employee Signature</p> <p>X _____ Director/Supervisor Approval Signature</p> <p>X _____ Executive Director of the Dept. of Administration</p>				<p>REMARKS:</p> <hr/> <hr/> <hr/> <hr/> <hr/>	