## CSUB EXCESS/DEFICIT HOURS CALCULATION FORM

APPLICABLE):				LUNCH:				
AY PERIOD:						LUNCH:		
			*22 days = 176 hours 21 days = 168 hours					
	wo	RK SCHEDULE	E (indicate hi	rs)				
6 M	Т	W	T	F	S			
					1			
				Total Hours Worked				
First week								
Second Week								
Third Week								
ourth Week								
Fifth Week								
*Vac/Sick Hours U	sed							
**Holiday Credit Ho	urs (if applicab	le)						
Fotal # of regular ho	urs <b>worked</b> for	the month						
Total # of <b>paid</b> hours for the month (22 days or 21 days)								
Excess / Deficit (circle one)								
*Vac/Sick Hours Us  **Holiday Credit Ho  Fotal # of regular ho  Fotal # of paid hour	urs (if applicab urs worked for s for the month	the month	days)					
IGNATURE:					DATE:			
PRIATE ADMINISTRATOR SIGNATURE:					DATE:			
	econd Week nird Week purth Week fth Week Vac/Sick Hours Us *Holiday Credit Ho ptal # of regular ho ptal # of paid hours xcess / Deficit (circ	econd Week  nird Week  purth Week  Wac/Sick Hours Used  *Holiday Credit Hours (if applicab  otal # of regular hours worked for otal # of paid hours for the month excess / Deficit (circle one)	econd Week  purth Week  purth Week  Vac/Sick Hours Used  *Holiday Credit Hours (if applicable)  potal # of regular hours worked for the month  potal # of paid hours for the month (22 days or 21 or excess / Deficit (circle one)	econd Week  Durth Week  State of the work of the month  Datal # of paid hours for the month (22 days or 21 days)  ENATURE:	rst week econd Week econd Week purth Week fth Week Vac/Sick Hours Used *Holiday Credit Hours (if applicable)  otal # of regular hours worked for the month otal # of paid hours for the month (22 days or 21 days) excess / Deficit (circle one)	rst week econd Week hird Week burth Week Vac/Sick Hours Used *Holiday Credit Hours (if applicable)  otal # of regular hours worked for the month otal # of paid hours for the month (22 days or 21 days)		

\*\*Vacation/sick leave usage is typically equal to the employee's normal workday. Example if you are scheduled to work 10 hours, your usage

\*\*\*The number of paid hours for the holiday observance is typically equal to the employee's normal workday.

equals 10 hours.