



CENTRAL WASHINGTON UNIVERSITY

EXCEPTION TIME REPORT

for
NON-OVERTIME ELIGIBLE CLASSIFIED & EXEMPT STAFF

Form with fields for NAME, DEPARTMENT, From/To dates, Non-Overtime Eligible/EXEMPT STAFF checkboxes, COMMENTS, and RECOMMENDED/APPROVED checkboxes.

This document is the official absence report for non-overtime eligible classified & exempt staff and must be retained with the Time/Leave Report in the department for six years.



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