JISAO – Cruise Documentation

Employee: _____ Budget #_____

Cruise/Ship Name:_____

Cruise Dates:_____ Destination:_____

Nature of Research:_____

_____

_____

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

Date	Total Hour	Reg. Hours	O/T* Hours	S/T** Hours

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

Overtime/Straight time requested as: **payment _____# of hours**
comp time _____# of hours
holiday credit _____# of hours

Employee Signature_____date_____

Supervisor Signature_____date_____

*Overtime (i.e. time and half) pay will be paid to overtime eligible professional staff employees who are directed to work in excess of 40 hours per week. 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.

**Overtime exempt professional staff employees at sea for three or more consecutive days may receive up to 4 hours of additional pay or comp time for regular work days and from 8 to 12 hours additional pay or comp time for Saturdays and Sundays. They may be paid for up to 4 additional hours on a holiday and may be eligible for holiday credit (to be used within 90 days). Exempt professional 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 JISAO office immediately upon returning from a cruise. Provide additional sheets as necessary.

Send to: M. Jones, Campus Box 355672
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