



EXCEPTION REPORT FOR EXEMPT PERSONNEL

Name:	Department:	Month Ending:
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Employee Number:	RF Award/Project:	Delivery Drop:
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DATE(S)	VACATION	SICK LEAVE	OTHER (EXPLAIN)
TOTAL NUMBER OF DAYS			

I HEREBY CERTIFY THAT I HAVE WORKED FOR THE PERIOD SPECIFIED WITH THE EXCEPTION OF THE DATES SET FORTH ABOVE.	EMPLOYEE SIGNATURE: Date:
	PROJECT DIRECTOR SIGNATURE: Date: