



Bainbridge Island Metropolitan Park & Recreation District

EXCEPTION TO PAYROLL AND TIMESHEET PROCEDURES

EMPLOYEE PROFILE-SECTION A (THIS SECTION MUST BE COMPLETED)

Employee Name: _____ Employee #: _____
 Date of form: _____ Date Effective: _____

EMPLOYMENT EXCEPTIONS - SECTION B (THIS SECTION MUST BE COMPLETED)

Check the appropriate box

- Waive Lunch or Paid Lunch
- Punch in/out for Lunch
- Manual Timesheet

Please describe why this employee needs the exception

ADDITIONAL COMMENTS

Please List Any Other Comments:

VERIFICATION OF CHANGES-SECTION C (THIS SECTION MUST BE COMPLETED)

Employee Signature	_____	Date	_____
Supervisor Signature	_____	Date	_____
Division Director Signature	_____	Date	_____
Executive Director Signature	_____	Date	_____