

Time 11:45pm - 12:00am (15 min)
Time to Write 1 Time of need

Date: _____

Date: _____

The Commissioner Following Assignments:

- _____ Class Time collection
* This includes the "Daily Deal" program
- _____ Work Time collection
- _____ Call assignment
- _____ Call in
- _____ Call in
- _____ Based on Director's time

** Supervisor to verify and document how assignments are being handled before your absence that day you return.

- ** It is your responsibility to get work re-organized that day you return.
- ** If you cannot do work, call or text your supervisor with the assignment number to report work as possible.
- ** I will only accept late work from days after you have submitted everything else that will NOT be accepted.

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