



WHITE MOUNTAIN APACHE FIRE & RESCUE

HOURLY ADJUSTMENT FORM

EMPLOYEE NAME:		SHIFT:	EMPLOYEE #:	DATE:	PAY PERIOD:	
Exception Type (see below reasons)	Reason for Excessive / Negative Hours Earned	Date	No. of Hrs. (+/-)	Approving Supervisor Signature		
TOTAL Hours Being Reported:						
Reason for Leave without Pay: (Please provide the appropriate reason.)						
Off-Duty Response/Training						
Inc. No./Trng.	Backfill, Scene, Cancel, Trng.?	Date	Start/End Time	TW + 2*		Approving Sup./IC Signature
				TW Hrs.	Bonus	
			-			
			-			
			-			
			-			
			-			
TOTAL Off-Duty Hours Being Reported:						

I acknowledge that the hours I have reported as well as any supporting certifications are true and correct.

Employee Signature

Date

Exception Types:

<ul style="list-style-type: none"> ➤ Shift Coverage ➤ Meeting (Mandatory) ➤ Hold Over (Non-Emergency) 	<ul style="list-style-type: none"> ➤ Leave without Pay ➤ Wildland Assignment ➤ Late Call 	<ul style="list-style-type: none"> ➤ Event/Project (Paid) ➤ Special Assignment (e.g. Fair) ➤ Other: _____
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TW = Time Worked (rounded to nearest quarter hour)
 * +2 not applicable on back to back calls or mandatory training.