TIME SHEETS FOR PERMANENT EMPLOYEES ARE DUE BEFORE YOU LEAVE THE SHIP

For any vacation longer than one pay period, you need to fill out your leave time sheets before you leave the ship and give them to your department head or the Master. (This isn't necessary for leaves of a week or less.) There are two reasons for this:

• you (and we) can make sure you have enough leave to cover your entire leave period OR will know when you will run out and start LWO, so we can avoid an overpayment situation if you should run out of leave in the middle of a vacation.

• you won't have to mail in time sheets during your vacation and we won't have to remind you to turn them in when you come back to work.

You can look up your leave balances at any time on MyUW in Employee Self Service. Sign in here:

http://myuw.washington.edu

then click on ESS.

Fill out time sheets beginning with the pay period in which you will leave the ship. Make sure the Work Hours tab shows any sea days and all of your work and OT hours up through your travel day (if applicable), then continue on the Vacation tab to finish out that period. For the rest of your leave time submit a Vacation page for each pay period. For the period in which you will return to the ship, you can wait until you return to fill it out because you will have both leave days and work hours in that period.

KEEP THESE LEAVE BALANCE LIMITS IN MIND

Annual leave: the maximum is 240.
If you have more than 240 hours of annual leave when your anniversary date arrives, you will lose anything over the 240 maximum.

Don't forget to use your personal holiday; it is lost each calendar year.

Comp time + shore leave: the maximum of these combined categories is 480.
If you go over 480 hours of combined comp time plus shore leave in any pay period, you will be paid for the excess and notified to stop converting OT.