Released 06/15/99.

SIGN-IN/SIGN-OUT SHEET

Division _____ Date _____

Approved Absence

Employee Signature	Time In				Credit Hrs. Used	Employee Signature	Time Out	Credit Hrs. Earned
		From	To	Lv				

Reviewed: Reviewed:

Supervisor's Signature Date Timekeeper's Signature Date

Sections 6101 and 6311 of Title 5, U.S. Code, and Pub. L. 95-390, as amended, authorize collection of the information above. You must provide this information. The information you provide will be used in completing the time and attendance report, which is used in processing your pay. Failure to provide this information may result in loss of pay, disciplinary action, or your being returned to a fixed work schedule. The following is a summary of the routine uses that may be made of this information, as published in the Federal Register; to OPM, EEOC, FLRA, MSPB, or the Labor Department in carrying out their functions; to a law enforcement agency for investigating or prosecuting a possible violation of law; to another federal agency where that agency or this Department needs to make a decision on granting a license or awarding a contract or grant; to a labor organization pursuant to a negotiated agreement; to a contractor for data analysis, to a congressional office; to the Justice Department for litigation involving this Department; and to state unemployment offices in connection with unemployment compensation claims.

OS-544 (12/85)