



Wintergreen Fire and Rescue Standard Administrative Policy	
Subject:	Daily Employee Log
Reference Number:	ADM 02-004
Effective Date:	30-Jul-04
Last Revision Date:	14-Feb-05
Signature of Approval	Curtis Sheets, Chief

Purpose:

The purpose of this policy is to establish a standardized guideline for filling out the daily employee log.

Policy:

Shift Captains or his/her designee shall fill out the daily employee log.

Employee shall have a letter placed beside their name under the appropriate date to indicate their status.

Letters to be used are as follows:

- "P" employee was present and on time for assigned shift
- "L" was late for assigned shift
- "S" employee called out sick
- "V" employee used vacation leave
- "T" employee was absent due to training leave
- "E" employee exchanged a shift

The log will be turned in at the end of the month to the Assistant Chief keeping track of employee time