

UNIVERSITY OF ROCHESTER  
EXCEPTION LOG  
FOR REPORTING MISSED OR INTERRUPTED MEAL PERIODS AND OTHER NON-WORK TIME

DIVISION \_\_\_\_\_ DEPARTMENT \_\_\_\_\_ SUPERVISOR (PRINT) \_\_\_\_\_

Date	Name	Reason for Exception			Employee Signature	Supervisor/Time Keeper/Approver
		<input type="checkbox"/> Missed Meal Period Reason _____ _____ _____	<input type="checkbox"/> Interrupted Meal Period Length of Interruption _____  Time full meal period taken _____	<input type="checkbox"/> Other _____ _____ _____		
		<input type="checkbox"/> Missed Meal Period Reason _____ _____ _____	<input type="checkbox"/> Interrupted Meal Period Length of Interruption _____  Time full meal period taken _____	<input type="checkbox"/> Other _____ _____ _____		
		<input type="checkbox"/> Missed Meal Period Reason _____ _____ _____	<input type="checkbox"/> Interrupted Meal Period Length of Interruption _____  Time full meal period taken _____	<input type="checkbox"/> Other _____ _____ _____		
		<input type="checkbox"/> Missed Meal Period Reason _____ _____ _____	<input type="checkbox"/> Interrupted Meal Period Length of Interruption _____  Time full meal period taken _____	<input type="checkbox"/> Other _____ _____ _____		
		<input type="checkbox"/> Missed Meal Period Reason _____ _____ _____	<input type="checkbox"/> Interrupted Meal Period Length of Interruption _____  Time full meal period taken _____	<input type="checkbox"/> Other _____ _____ _____		
		<input type="checkbox"/> Missed Meal Period Reason _____ _____ _____	<input type="checkbox"/> Interrupted Meal Period Length of Interruption _____  Time full meal period taken _____	<input type="checkbox"/> Other _____ _____ _____		
		<input type="checkbox"/> Missed Meal Period Reason _____ _____ _____	<input type="checkbox"/> Interrupted Meal Period Length of Interruption _____  Time full meal period taken _____	<input type="checkbox"/> Other _____ _____ _____		

**FALSIFICATION OF A TIME RECORD IS A VIOLATION OF UNIVERSITY POLICY AND IS GROUNDS FOR DISCIPLINARY ACTION, INCLUDING TERMINATION.**

THIS LOG MUST BE RETAINED FOR SIX YEARS