

**LRGC WORK HOURS**

\_\_\_\_\_  
**NAME (please print)**

\_\_\_\_\_  
**BADGE #**

**DESCRIPTION OF WORK PERFORMED**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**DATE of WORK**

\_\_\_\_\_  
**No. of HOURS**

\_\_\_\_\_  
**CHAIRPERSON SIGNATURE**

\*\*\*\*\*  
✂ Cut here. Put top section in slot beside office  
\*\*\*\*\*

(Keep this lower section for your own records)

\_\_\_\_\_  
**NAME**

\_\_\_\_\_  
**BADGE #**

\_\_\_\_\_  
**DATE of WORK**

\_\_\_\_\_  
**No. of HOURS**

\_\_\_\_\_  
**CHAIRPERSON SIGNATURE**