

# JAG Professional Services, Inc.

## NORTHROP GRUMMAN SYSTEMS CORPORATION – AEROSPACE SYSTEMS SECTOR OFFSET TIME REQUEST - CALIFORNIA NON-EXEMPT CONTRACT LABOR EMPLOYEES

This form is applicable ONLY to JAG's California employees who are employed as part of one of the heritage Northrop Grumman IS Sector (now AS Sector) El Segundo/Hawthorne or Palmdale 9/80 Alternative Workweek Work Units that included Contract Labor members, or the Contract Labor Rancho Bernardo Work Unit.

JAG allows its employees in California to take time off to attend to personal matters, and offset the time by working hours outside their regular work schedule. Employees must fill out and submit this form to JAG in advance of offsetting or making up time. Advance approval must be obtained, both from JAG and from Northrop Grumman. Each request for offsetting will be considered for approval based on Northrop Grumman's business needs at the time the request is submitted.

All hours offset or made up are paid at straight time rates. The maximum number of hours that can be requested for a single day is eleven.

This form is required to document that the offset time is **voluntary** and that employees understand the waiver of daily overtime. Please consult with Human Resources if you have any questions about the appropriate use of this form.

### EMPLOYEE SECTION

EMPLOYEE NAME	BADGE NO.	MYID	DATE
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I am requesting time off and offset time within the same week as a result of a personal obligation as noted in the schedule below:

9/80 SCHED	FRI PM	SAT	SUN	MON	TUE	WED	THU	FRI AM
DATE								
ARRIVAL TIME								
DEPARTURE TIME								
TOTAL HOURS								

I understand that a written request is required for each offset time request, and that the schedule must be approved in advance by my manager/supervisor. *I understand and certify that by signing this document my daily overtime is waived to offset for time not worked, and that I am waiving daily overtime for that time worked based on the schedule identified above. I certify that my request to offset time at my straight time rate is voluntary.*

EMPLOYEE SIGNATURE	DATE
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MANAGER/SUPERVISOR SIGNATURE	DATE
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**Record Retention: This completed form must be kept for three years.**