

WORKLOAD TRACKING FORM - WORKSITE

Date: _____

Name of individual filling out the form: _____

Worksite: _____

Local: _____

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date							
Number of bargaining unit employee sick							
Number of bargaining unit employees on vacation							
Number of bargaining unit employees on other leave							
Number of employees called in to cover leaves above							
Number of caseloads not covered							
Number of vacant positions not filled							
Workload patient/client impact							
Other Notes							

WORKLOAD TRACKING FORM - INDIVIDUAL

Date: _____

Name: _____

Classification: _____

Worksite: _____

Local number: (fill out before handing them out) _____

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date							
Minutes worked through coffee break							
Minutes worked through meal break							
Minutes worked outside regular scheduled hours							
Workload patient/client impact							
Other Notes							