

Berlitz General Union Tokyo: Begunto

Wouldn't it be nice if this was what we had to fill out-
showing our *positive* contribution to the company?

Coming In Early / Covering Lessons / Coming In On Day Off Report

Date: _____

Report Completed By: _____

In The Case Of Coming In Early:

Scheduled Starting Time: _____

Time Employee Arrived At The LC: _____

In The Case Of Covering Lessons:

Number Of Lessons Covered: _____

Start Time Of The First Lesson Covered: _____

Time Employee Was First Notified The Lessons Needed To Be
Covered: _____

Method Of Notification: _____

In The Case Of Coming In On Day Off:

Number Of Lessons Covered: _____

Day Employee Was First Asked To Work The Lessons: _____

Activities Teacher Had to Cancel: _____

Method Of Notification: _____

Customer Action If Applicable _____

Total Number Of Lessons Saved: _____

Total Time Instructor Spent Covering Lessons: _____

Additional Comments / Follow up With Employee / Internal Customer _____

IS Signature: _____

Employee Signature: _____

Date: _____