

VILAS COUNTY JAIL

Huber Weekly Schedule

Inmate Name: _____ Week Beginning: _____ Ending: _____

Day	Date	Start	Destination	Finish
SUNDAY		Off	Not Allowed to Work	Off
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				

Instructions for Employer:

1) Please fill in all necessary information, including shift 'start' and 'finish' times. Jail staff will use this info to determine Huber release times and verify hours worked.

2) Be sure to use 'destination' lines accordingly if job locations vary.

3) Signature of Supervisor/Boss is REQUIRED.

4) Inmate MAY be allowed to work days other than those normally scheduled, but ONLY with written request from employer. NO SUNDAY WORK

5) Schedule can either be delivered in person by the inmate or employer, OR faxed directly to the Jail.

Vilas County Jail FAX# 477-0653

A Huber Weekly Schedule must be received by the jail no later than Sunday of each week.. If a schedule is not provided for the week, Inmate will NOT go to work.

Date: _____

Employer / Supervisor: _____

Date: _____

Jail Supervisor: _____