



College of the Atlantic Salaried Employee Vacation Time Sheet

Name: _____

Instructions:

Please indicate your days off by writing one of the following letters in the corresponding date boxes on the calendars:

V (vacation)

A (accumulated)

P (personal)

O (other)

Total Days This Quarter:

Please add up all days and write the totals below.

_____ Vacation

_____ Personal

_____ Accumulated (needs approval)

_____ Other _____
(Please explain — bereavement, jury duty, etc.)

Employee Signature

Date

Manager Signature

Date

This time sheet needs to be submitted to Missy Cook by April 15, 2017.

January 2017

Su	Mo	Tu	We	Th	Fr	Sa
1	2 NEW YEAR'S DAY OBSERVED	3	4	5	6	7
8	9	10	11	12	13	14
15	16 MLK, JR DAY	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2017

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20 PRESIDENTS DAY	21	22	23	24	25
26	27	28				

March 2017

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	