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 January 15, 2018.

October 2017

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

November 2017

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

December 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 CHRISTMAS DAY	26	27	28	29	30
31 NEW YEAR'S EVE						