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, 2021.