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, 2020.