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 October 15, 2020.