**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)
- P (personal)
- A (accumulated)
- O (other)

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**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.*)

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Employee Signature ___________________________ Date ____________

Manager Signature ___________________________ Date ____________

*This time sheet needs to be submitted to Missy Cook by January 15, 2020.*