



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, 2020.

October 2021

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

November 2021

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

December 2021

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 CHRISTMAS	23	24	25
26	27	28	29	30	31	