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)

**Total Days This Quarter:**
Please add up all days and write the totals below.

<table>
<thead>
<tr>
<th>Vacation</th>
<th>Personal</th>
<th>Accumulated (needs approval)</th>
<th>Other</th>
</tr>
</thead>
</table>

**Other**
*(Please explain — bereavement, jury duty, etc.)*

**Employee Signature** ___________________________ **Date** __________

**Manager Signature** ___________________________ **Date** __________

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