



# 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 timesheet needs to be submitted to Missy Cook by April 15, 2022.*

## January 2022

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

## February 2022

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 PRESIDENTS' DAY	22	23	24	25	26
27	28					

## March 2022

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	23	24	25	26
27	28	29	30	31		