



SALARIED EMPLOYEE VACATION TIME SHEET

NAME: _____

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.

_____ 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, 2023

JULY 2023

SUN	MON	TUES	WED	THURS	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

AUGUST 2023

SUN	MON	TUES	WED	THURS	FRI	SAT
		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		

SEPTEMBER 2023

SUN	MON	TUES	WED	THURS	FRI	SAT
					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