



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 October 15, 2018.

July 2018

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4 INDEPENDENCE DAY	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				

August 2018

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	

September 2018

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3 LABOR DAY	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						