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, 2019.