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.

October 2018

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

November 2018

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

December 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 CHRISTMAS	26	27	28	29
30	31					