



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 April 15, 2019.*

January 2019

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

February 2019

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 PRESIDENTS' DAY	19	20	21	22	23
24	25	26	27	28		

March 2019

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						