



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 July 15, 2019.*

April 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 |    |    |    |    |

May 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<br>MEMORIAL DAY | 28 | 29 | 30 | 31 |    |

June 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 |    |    |    |    |    |    |