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.)

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Employee Signature    Date

Manager Signature    Date

This time sheet needs to be submitted to Missy Cook by October 15, 2019.