



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, 2020.

October 2019

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

November 2019

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

December 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 CHRISTMAS	26	27	28
29	30	31				