

Salaried employee

VACATION TIMESHEET

NAME: _____

Please indicate your days off by writing one of the following letters in the corresponding date boxes on the calendars:

- V** = Vacation
- P** = Personal
- A** = Accumulated
- O** = Other

APRIL 2026						
SUN	MON	TUES	WED	THURS	FRI	SAT
			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 2026						
SUN	MON	TUES	WED	THURS	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

JUNE 2026						
SUN	MON	TUES	WED	THURS	FRI	SAT
	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				

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