

JULY 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	31	

AUGUST 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
23/30	24/31	25	26	27	28	29

SEPTEMBER 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			

*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

### 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