

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

OCTOBER 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	19	30	31

NOVEMBER 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					

DECEMBER 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		

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