

<i>H = Holiday</i>	<i>OT = Overtime</i>	Write in these codes by hand next to the time. If you don't want to be paid for a day you are gone, leave the space blank. Put all overtime hours in the appropriate fund's space. Hand write OT.
<i>V = Vacation</i>		
<i>S = Sick</i>		

Name: _____ Signature: _____ Supervisor's Signature: _____

For the Week Ending: _____

Programs	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals
Totals								

For the Week Ending: _____

Programs	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals
Totals								

Summary Totals

Week 1	
Week 2	
Biweekly Total	