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

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	