

Day	Date	*Special*	Meal	In	Out	In	Out	In	Out	In	Out	Hours	Comment
Sat	01/17/04		0.00									0	
Sun	01/18/04		0.00									0	
Mon	01/19/04	VAC	0.00									7.5	
Tue	01/20/04		1.00	8:00AM	2:00PM	2:00PM	4:30PM	VAC				7.5	
Wed	01/21/04		0.00	8:00AM	10:00AM	10:00AM	12:00PM	SCK	1:00PM	4:30PM		7.5	
Thu	01/22/04		1.00	10:30AM	4:30PM	8:00AM	10:30AM	SCK				7.5	
Fri	01/23/04		0.00									0	
Week 1 Subtotal				30	Hours Remaining		7.5						
Sat	01/24/04		0.00									0	
Sun	01/25/04		0.00									0	
Mon	01/26/04		0.00									0	
Tue	01/27/04		0.00									0	
Wed	01/28/04		0.00									0	
Thu	01/29/04		0.00									0	
Fri	01/30/04		0.00									0	
Week 2 Subtotal				0	Hours Remaining		37.5						
Total				30	Total Remaining		45						

1/19/04 is an example of an employee using a full vacation day. You can only use the “Special” column if using a full day of leave.

1/20/04 is an example of when an employee works during the day, takes a lunch, and takes leave time in the afternoon. Since the leave time is in the afternoon the employee can use the “Meal” column.

1/21/04 is an examples when an employee works during the day and also takes leave during that day. This example is using the ”In” and “Out” columns instead of the “Meal” column.

1/22/04 is an example when an employee takes leave in the morning, works the rest of the day, and elects to use the “Meal” column. **Please note:** The “Meal” column always reduces time from the first set of in and out times. So, if the first set of in and out times is leave time, it will reduce the leave time.