

Sample Timesheet: Funeral Leave, Jury Duty, Conferences

Day	Date	*Special*	Meal	In	Out	In	Out	In	Out	In	Out	Hours	Comments
Sat	09/10/11		0.00									0	
Sun	09/11/11		0.00									0	
Mon	09/12/11	OTH	0.00									7.5	Funeral Leave
Tue	09/13/11	OTH	0.00									7.5	Jury Duty
Wed	09/14/11		0.00	8:00AM	12:00PM	1:00PM	4:30PM					7.5	Jury Duty
Thu	09/15/11	OTH	0.00									7.5	Conference
Fri	09/16/11		0.00									0	
Week 2 Subtotal											30	Hours Remaining	7.5
Total											55	Total Remaining	20

9/12/11 is an example of an employee taking a full day for funeral leave

9/13/11 is an example of an employee taking a full day for jury duty

9/14/11 is an example of an employee taking a partial day for jury duty and working a partial day.

9/15/11 is an example of an employee taking a full day for a conference