Sample Timesheet: Support Staff Holiday (Worked and Not Worked)

12/27/10 is an example of a support staff employee who does NOT work during the holiday.

12/28/10 is an example of a support staff employee who DOES work during the holiday.

12/29/10 is an example of a support staff employee who DOES work during the holiday and takes a lunch. For this example the “Meal” column was used. The employee could have used the “In” and “Out” columns instead.