Sample Timesheet: Vacation, Sick and Floating Holiday

Day	Date	*Special*		Meal		In		Out		In		Out		In		Out		In	Out	Hours
Sat	09/03/11	▾	✦	0.00 ▾	☐		☐		▾											0
Sun	09/04/11	▾	✦	0.00 ▾	☐		☐		▾											0
Mon	09/05/11	VAC ▾	✦	0.00 ▾	☐		☐		▾											7.5
Tue	09/06/11	▾	✦	1.00 ▾	☐	8:00AM	☐	2:00PM	▾	☐	2:00PM	☐	4:30PM	VAC ▾	☐		☐	▾			7.5
Wed	09/07/11	SCK ▾	✦	0.00 ▾	☐		☐		▾											7.5
Thu	09/08/11	▾	✦	0.00 ▾	☐	8:00AM	☐	10:00AM	▾	☐	10:00AM	☐	12:00PM	SCK ▾	☐	1:00PM	☐	4:30PM	▾		7.5
Fri	09/09/11	▾	✦	0.00 ▾	☐	8:00AM	☐	11:00AM	SCK ▾	☐	12:00PM	☐	4:30PM	▾	☐		☐	▾			7.5
								Week 1 Subtotal 37.5		Hours Remaining 0										
Day	Date	*Special*		Meal		In		Out		In		Out		In		Out		In	Out	Hours
Sat	09/10/11	▾	✦	0.00 ▾	☐		☐		▾											0
Sun	09/11/11	▾	✦	0.00 ▾	☐		☐		▾											0
Mon	09/12/11	FH ▾	✦	0.00 ▾	☐		☐		▾											7.5

9/5/11 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.

9/6/11 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 may use the "Meal" column. Please Note: do not use the Meal column if you use any type of leave in the morning. The timesheet will not calculate leave time properly.

9/7/11 is an example of an employee using a full sick day. You can only use the *Special* column if using a full day of leave.

9/8/11 is an example of when an employee works in the morning, takes leave for a portion of the day, and comes back to work in the afternoon. In this example the "In" and "Out" columns were used instead of the "Meal" column.

9/9/11 is an example of when an employee takes leave in the morning and works the rest of the day. Please do not use the "Meal" column when leave is taken in the morning. The timesheet will not calculate the leave properly.

9/12/11 is an example of when an employee takes a floating holiday.