

# TIME and PTO sheet for December 2011

Employee \_\_\_\_\_ Supervisor \_\_\_\_\_

Day	Date	In	Out	Reg Hours	Holiday Hours	PTO Hours	Comments
Tue	Nov 22						
Wed	Nov 23						
Thu	Nov 24						CVA Closed - Happy Thanksgiving
Fri	Nov 25						CVA Closed - Happy Thanksgiving
Sat	Nov 26						
		Weekly Total					
Sun	Nov 27						
Mon	Nov 28						
Tue	Nov 29						
Wed	Nov 30						
Thu	Dec 01						Pay Date
Fri	Dec 02						
Sat	Dec 03						
		Weekly Total					
Sun	Dec 04						
Mon	Dec 05						
Tue	Dec 06						
Wed	Dec 07						
Thu	Dec 08						
Fri	Dec 09						
Sat	Dec 10						
		Weekly Total					
Sun	Dec 11						
Mon	Dec 12						
Tue	Dec 13						
Wed	Dec 14						
Thu	Dec 15						
		Weekly Total					
		Monthly Total					
Fri	Dec 16						
Sat	Dec 17						
Sun	Dec 18						
Mon	Dec 19						
Tue	Dec 20						
Wed	Dec 21						
Thu	Dec 22						CVA Closed - Winter Break
Fri	Dec 23						CVA Closed - Winter Break
Sat	Dec 24						CVA Closed - Winter Break
Sun	Dec 25						CVA Closed - Winter Break
Mon	Dec 26						CVA Closed - Winter Break
Tue	Dec 27						CVA Closed - Winter Break
Wed	Dec 28						CVA Closed - Winter Break
Thu	Dec 29						CVA Closed - Winter Break
Fri	Dec 30						CVA Closed - Winter Break
Sat	Dec 31						CVA Closed - Winter Break

PTO Monthly Total

P paid time off; H Holiday; C Conference; F Funeral Leave; U unpaid time off

**Hourly Wage Time Sheets are due in the Business Office by Noon on Thursday, December 15, 2011**

**PTO Time Sheets are due in the Business Office by December 31, 2011.**

**Payday is Tuesday, January 3, 2012**