

MCINTOSH TRAIL WORK HOURS RECORD

NAME: \_\_\_\_\_

ADVOCATE/ EMPLOYEE NUMBER: \_\_\_\_\_

DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	TOTAL WORK	ANNUAL USED	SICK USED	PRSNL USED	OTHER USED	COMP USED	DAY SUM	WKLY TOTAL	COMP BAL
Sat, Jan. 1, 2005													
Sun, Jan. 2, 2005													
Mon, Jan. 3, 2005													
Tue, Jan. 4, 2005													
Wed, Jan. 5, 2005													
Thu, Jan. 6, 2005													
Fri, Jan. 7, 2005													
Sat, Jan. 8, 2005													
Sun, Jan. 9, 2005													
Mon, Jan. 10, 2005													
Tue, Jan. 11, 2005													
Wed, Jan. 12, 2005													
Thu, Jan. 13, 2005													
Fri, Jan. 14, 2005													
Sat, Jan. 15, 2005													
Sun, Jan. 16, 2005													
Mon, Jan. 17, 2005													
Tue, Jan. 18, 2005													
Wed, Jan. 19, 2005													
Thu, Jan. 20, 2005													
Fri, Jan. 21, 2005													
Sat, Jan. 22, 2005													
Sun, Jan. 23, 2005													
Mon, Jan. 24, 2005													
Tue, Jan. 25, 2005													
Wed, Jan. 26, 2005													
Thu, Jan. 27, 2005													
Fri, Jan. 28, 2005													
Sat, Jan. 29, 2005													
Sun, Jan. 30, 2005													
Mon, Jan. 31, 2005													
ANNUAL START	SICK START												<b>*OTHER USED* CODES</b> H--Holiday J--Jury Duty M--Military Duty W--Leave W/O Pay
ANNUAL EARNED 15TH	SICK EARNED 15TH												
ANNUAL EARNED 31ST	SICK EARNED 31ST												
ANNUAL USED	SICK USED												
ANNUAL END	SICK END												
PERSONAL START													<b>FORFEITED LEAVE</b> ANNUAL SICK
PERSONAL USED	Employee's Signature												
PERSONAL END													
		Supervisor's Signature											