

**Marion Military Institute**

MARK APPROPRIATE CLASSIFICATION: \_\_\_\_\_

\_\_\_\_\_ HOURLY

\_\_\_\_\_ SALARY

NAME \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

DATE	DAY	START	END	START	END	REG HOURS	O.T. EARNED	SICK LEAVE	PERSONAL LEAVE	ANNUAL LEAVE
3/16/2026	MO									
3/17/2026	TU									
3/18/2026	WE									
3/19/2026	TH									
3/20/2026	FR									
3/21/2026	SA									

DATE	DAY	START	END	START	END	REG HOURS	O.T. EARNED	SICK LEAVE	PERSONAL LEAVE	ANNUAL LEAVE
3/22/2026	SU									
3/23/2026	MO									
3/24/2026	TU									
3/25/2026	WE									
3/26/2026	TH									
3/27/2026	FR									
3/28/2026	SA									

DATE	DAY	START	END	START	END	REG HOURS	O.T. EARNED	SICK LEAVE	PERSONAL LEAVE	ANNUAL LEAVE
3/29/2026	SU									
3/30/2026	MO									
3/31/2026	TU									
4/1/2026	WE									
4/2/2026	TH									
4/3/2026	FR									
4/4/2026	SA									

DATE	DAY	START	END	START	END	REG HOURS	O.T. EARNED	SICK LEAVE	PERSONAL LEAVE	ANNUAL LEAVE
4/5/2026	SU									
4/6/2026	MO									
4/7/2026	TU									
4/8/2026	WE									
4/9/2026	TH									
4/10/2026	FR									
4/11/2026	SA									

DATE	DAY	START	END	START	END	REG HOURS	O.T. EARNED	SICK LEAVE	PERSONAL LEAVE	ANNUAL LEAVE
4/12/2026	SU									
4/13/2026	MO									
4/14/2026	TU									
4/15/2026	WE									

GRAND TOTAL

EMPLOYEE SIGNATURE: \_\_\_\_\_

SYPERVISOR SIGNATURE: \_\_\_\_\_