

**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
5/16/2026	SA									

DATE	DAY	START	END	START	END	REG HOURS	O.T. EARNED	SICK LEAVE	PERSONAL LEAVE	ANNUAL LEAVE
5/17/2026	SU									
5/18/2026	MO									
5/19/2026	TU									
5/20/2026	WE									
5/21/2026	TH									
5/22/2026	FR									
5/23/2026	SA									

DATE	DAY	START	END	START	END	REG HOURS	O.T. EARNED	SICK LEAVE	PERSONAL LEAVE	ANNUAL LEAVE
5/24/2026	SU									
5/25/2026	MO									
5/26/2026	TU									
5/27/2026	WE									
5/28/2026	TH									
5/29/2026	FR									
5/30/2026	SA									

DATE	DAY	START	END	START	END	REG HOURS	O.T. EARNED	SICK LEAVE	PERSONAL LEAVE	ANNUAL LEAVE
5/31/2026	SU									
6/1/2026	MO									
6/2/2026	TU									
6/3/2026	WE									
6/4/2026	TH									
6/5/2026	FR									
6/6/2026	SA									

DATE	DAY	START	END	START	END	REG HOURS	O.T. EARNED	SICK LEAVE	PERSONAL LEAVE	ANNUAL LEAVE
6/7/2026	SU									
6/8/2026	MO									
6/9/2026	TU									
6/10/2026	WE									
6/11/2026	TH									
6/12/2026	FR									
6/13/2026	SA									

DATE	DAY	START	END	START	END	REG HOURS	O.T. EARNED	SICK LEAVE	PERSONAL LEAVE	ANNUAL LEAVE
6/14/2025	SU									
6/15/2025	MO									

GRAND TOTAL

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

SUPERVISOR SIGNATURE: \_\_\_\_\_