

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
4/16/2026	TH									
4/17/2026	FR									
4/18/2026	SA									

DATE	DAY	START	END	START	END	REG HOURS	O.T. EARNED	SICK LEAVE	PERSONAL LEAVE	ANNUAL LEAVE
4/19/2026	SU									
4/20/2026	MO									
4/21/2026	TU									
4/22/2026	WE									
4/23/2026	TH									
4/24/2026	FR									
4/25/2026	SA									

DATE	DAY	START	END	START	END	REG HOURS	O.T. EARNED	SICK LEAVE	PERSONAL LEAVE	ANNUAL LEAVE
4/26/2026	SU									
4/27/2026	MO									
4/28/2026	TU									
4/29/2026	WE									
4/30/2026	TH									
5/1/2026	FR									
5/2/2026	SA									

DATE	DAY	START	END	START	END	REG HOURS	O.T. EARNED	SICK LEAVE	PERSONAL LEAVE	ANNUAL LEAVE
5/3/2026	SU									
5/4/2026	MO									
5/5/2026	TU									
5/6/2026	WE									
5/7/2026	TH									
5/8/2026	FR									
5/9/2026	SA									

DATE	DAY	START	END	START	END	REG HOURS	O.T. EARNED	SICK LEAVE	PERSONAL LEAVE	ANNUAL LEAVE
5/10/2026	SU									
5/11/2026	MO									
5/12/2026	TU									
5/13/2026	WE									
5/14/2026	TH									
5/15/2025	FR									

GRAND TOTAL

EMPLOYEE SIGNATURE: _____

SUPERVISOR SIGNATURE: _____