

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
11/16/2026	MO									
11/17/2026	TU									
11/18/2026	WE									
11/19/2026	TH									
11/20/2026	FR									
11/21/2026	SA									

DATE	DAY	START	END	START	END	REG HOURS	O.T. EARNED	SICK LEAVE	PERSONAL LEAVE	ANNUAL LEAVE
11/22/2026	SU									
11/23/2026	MO									
11/24/2026	TU									
11/25/2026	WE									
11/26/2026	TH									
11/27/2026	FR									
11/28/2026	SA									

DATE	DAY	START	END	START	END	REG HOURS	O.T. EARNED	SICK LEAVE	PERSONAL LEAVE	ANNUAL LEAVE
11/29/2026	SU									
11/30/2026	MO									
12/1/2026	TU									
12/2/2026	WE									
12/3/2026	TH									
12/4/2026	FR									
12/5/2026	SA									

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

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

GRAND TOTAL

EMPLOYEE SIGNATURE: _____

SYUPERVISOR SIGNATURE: _____