

Marion Military Institute

MARK APPROPRIATE CLASSIFICATION:

HOURLY

SALARY

NAME

DEPARTMENT

| DATE      | DAY | START | END | START | END | REG<br>HOURS | O.T.<br>EARNED | SICK<br>LEAVE | PERSONAL<br>LEAVE | ANNUAL<br>LEAVE |
|-----------|-----|-------|-----|-------|-----|--------------|----------------|---------------|-------------------|-----------------|
| 6/16/2026 | TU  |       |     |       |     |              |                |               |                   |                 |
| 6/17/2026 | WE  |       |     |       |     |              |                |               |                   |                 |
| 6/18/2026 | TH  |       |     |       |     |              |                |               |                   |                 |
| 6/19/2026 | FR  |       |     |       |     |              |                |               |                   |                 |
| 6/20/2026 | SA  |       |     |       |     |              |                |               |                   |                 |

| DATE      | DAY | START | END | START | END | REG<br>HOURS | O.T.<br>EARNED | SICK<br>LEAVE | PERSONAL<br>LEAVE | ANNUAL<br>LEAVE |
|-----------|-----|-------|-----|-------|-----|--------------|----------------|---------------|-------------------|-----------------|
| 6/21/2026 | SU  |       |     |       |     |              |                |               |                   |                 |
| 6/22/2026 | MO  |       |     |       |     |              |                |               |                   |                 |
| 6/23/2026 | TU  |       |     |       |     |              |                |               |                   |                 |
| 6/24/2026 | WE  |       |     |       |     |              |                |               |                   |                 |
| 6/25/2026 | TH  |       |     |       |     |              |                |               |                   |                 |
| 6/26/2026 | FR  |       |     |       |     |              |                |               |                   |                 |
| 6/27/2026 | SA  |       |     |       |     |              |                |               |                   |                 |

| DATE      | DAY | START | END | START | END | REG<br>HOURS | O.T.<br>EARNED | SICK<br>LEAVE | PERSONAL<br>LEAVE | ANNUAL<br>LEAVE |
|-----------|-----|-------|-----|-------|-----|--------------|----------------|---------------|-------------------|-----------------|
| 6/28/2026 | SU  |       |     |       |     |              |                |               |                   |                 |
| 6/29/2026 | MO  |       |     |       |     |              |                |               |                   |                 |
| 6/30/2026 | TU  |       |     |       |     |              |                |               |                   |                 |
| 7/1/2026  | WE  |       |     |       |     |              |                |               |                   |                 |
| 7/2/2026  | TH  |       |     |       |     |              |                |               |                   |                 |
| 7/3/2026  | FR  |       |     |       |     |              |                |               |                   |                 |
| 7/4/2026  | SA  |       |     |       |     |              |                |               |                   |                 |

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

| DATE      | DAY | START | END | START | END | REG<br>HOURS | O.T.<br>EARNED | SICK<br>LEAVE | PERSONAL<br>LEAVE | ANNUAL<br>LEAVE |
|-----------|-----|-------|-----|-------|-----|--------------|----------------|---------------|-------------------|-----------------|
| 7/12/2026 | SU  |       |     |       |     |              |                |               |                   |                 |
| 7/13/2026 | MO  |       |     |       |     |              |                |               |                   |                 |
| 7/14/2026 | TU  |       |     |       |     |              |                |               |                   |                 |
| 7/15/2026 | WE  |       |     |       |     |              |                |               |                   |                 |

GRAND TOTAL

EMPLOYEE SIGNATURE:

SYPERVISOR SIGNATURE: