

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
10/16/2026	FR									
10/17/2026	SA									

DATE	DAY	START	END	START	END	REG HOURS	O.T. EARNED	SICK LEAVE	PERSONAL LEAVE	ANNUAL LEAVE
10/18/2026	SU									
10/19/2026	MO									
10/20/2026	TU									
10/21/2026	WE									
10/22/2026	TH									
10/23/2026	FR									
10/24/2026	SA									

DATE	DAY	START	END	START	END	REG HOURS	O.T. EARNED	SICK LEAVE	PERSONAL LEAVE	ANNUAL LEAVE
10/25/2026	SU									
10/26/2026	MO									
10/27/2026	TU									
10/28/2026	WE									
10/29/2026	TH									
10/30/2026	FR									
10/31/2026	SA									

DATE	DAY	START	END	START	END	REG HOURS	O.T. EARNED	SICK LEAVE	PERSONAL LEAVE	ANNUAL LEAVE
11/1/2026	SU									
11/2/2026	MO									
11/3/2026	TU									
11/4/2026	WE									
11/5/2026	TH									
11/6/2026	FR									
11/7/2026	SA									

DATE	DAY	START	END	START	END	REG HOURS	O.T. EARNED	SICK LEAVE	PERSONAL LEAVE	ANNUAL LEAVE
11/8/2026	SU									
11/9/2026	MO									
11/10/2026	TU									
11/11/2026	WE									
11/12/2026	TH									
11/13/2026	FR									
11/14/2026	SA									

DATE	DAY	START	END	START	END	REG HOURS	O.T. EARNED	SICK LEAVE	PERSONAL LEAVE	ANNUAL LEAVE
11/15/2026	SU									

GRAND TOTAL

EMPLOYEE SIGNATURE: _____

SUPERVISOR SIGNATURE: _____