

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
9/16/2026	WE									
9/17/2026	TH									
9/18/2026	FR									
9/19/2026	SA									

DATE	DAY	START	END	START	END	REG HOURS	O.T. EARNED	SICK LEAVE	PERSONAL LEAVE	ANNUAL LEAVE
9/20/2026	SU									
9/21/2026	MO									
9/22/2026	TU									
9/23/2026	WE									
9/24/2026	TH									
9/25/2026	FR									
9/26/2026	SA									

DATE	DAY	START	END	START	END	REG HOURS	O.T. EARNED	SICK LEAVE	PERSONAL LEAVE	ANNUAL LEAVE
9/27/2026	SU									
9/28/2026	MO									
9/29/2026	TU									
9/30/2026	WE									
10/1/2026	TH									
10/2/2026	FR									
10/3/2026	SA									

DATE	DAY	START	END	START	END	REG HOURS	O.T. EARNED	SICK LEAVE	PERSONAL LEAVE	ANNUAL LEAVE
10/4/2026	SU									
10/5/2026	MO									
10/6/2026	TU									
10/7/2026	WE									
10/8/2026	TH									
10/9/2026	FR									
10/10/2026	SA									

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

GRAND TOTAL

EMPLOYEE SIGNATURE: _____

SYPERVISOR SIGNATURE: _____