

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
8/16/2026	SU									
8/17/2026	MO									
8/18/2026	TU									
8/19/2026	WE									
8/20/2026	TH									
8/21/2026	FR									
8/22/2026	SA									

DATE	DAY	START	END	START	END	REG HOURS	O.T. EARNED	SICK LEAVE	PERSONAL LEAVE	ANNUAL LEAVE
8/23/2026	SU									
8/24/2026	MO									
8/25/2026	TU									
8/26/2026	WE									
8/27/2026	TH									
8/28/2026	FR									
8/29/2026	SA									

DATE	DAY	START	END	START	END	REG HOURS	O.T. EARNED	SICK LEAVE	PERSONAL LEAVE	ANNUAL LEAVE
8/30/2026	SU									
8/31/2026	MO									
9/1/2026	TU									
9/2/2026	WE									
9/3/2026	TH									
9/4/2026	FR									
9/5/2026	SA									

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

DATE	DAY	START	END	START	END	REG HOURS	O.T. EARNED	SICK LEAVE	PERSONAL LEAVE	ANNUAL LEAVE
9/13/2026	SU									
9/14/2026	MO									
9/15/2026	TU									

GRAND TOTAL

EMPLOYEE SIGNATURE: _____

SUPERVISOR SIGNATURE: _____