

# BREWTON PARKER COLLEGE

## EXEMPT

MONTHLY TIME REPORT FOR:

<b>EMPLOYEE</b>	(Please Print)							<b>MONTH/YEAR</b>	
<b>WEEK 1</b>	S	S	M	T	W	T	F	TOTAL	
BENEFIT TIME TAKEN :									
VACATION									
PERSONAL									
SICK									
<b>WEEK 2</b>	S	S	M	T	W	T	F	TOTAL	
BENEFIT TIME TAKEN :									
VACATION									
PERSONAL									
SICK									
<b>WEEK 3</b>	S	S	M	T	W	T	F	TOTAL	
BENEFIT TIME TAKEN :									
VACATION									
PERSONAL									
SICK									
<b>WEEK 4</b>	S	S	M	T	W	T	F	TOTAL	
BENEFIT TIME TAKEN :									
VACATION									
PERSONAL									
SICK									
<b>WEEK 5</b>	S	S	M	T	W	T	F	TOTAL	
BENEFIT TIME TAKEN :									
VACATION									
PERSONAL									
SICK									

<b>SUMMARY</b>	BEGINNING	ACCRUED	USED	ENDING
BENEFIT TIME TAKEN:				
VACATION				
PERSONAL				
SICK				

\_\_\_\_\_  
EMPLOYEE

\_\_\_\_\_  
DEPARTMENT DIRECTOR