

## UCLA HEAD AND NECK SURGERY - VACATION TIMESHEET – FEB 2015

Timesheet Instructions:

1. Enter the number of vacation hours used in the appropriate boxes.
2. Indicate the total number of vacation hours used during the pay period in “Total Vacation Hours Used”.

<b>Employee Name:</b>
<b>Department:</b> Head and Neck Surgery
<b>Pay Period Dates:</b> Feb 1 – Feb 28, 2015

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
1		2		3		4		5		6		7	
8		9		10		11		12		13		14	
15		16		17		18		19		20		21	
22		23		24		25		26		27		28	

Total Vacation Hours Used in Feb:
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Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Email completed, signed timesheet to Vera Moubayed at [VMoubayed@mednet.ucla.edu](mailto:VMoubayed@mednet.ucla.edu) and cc: Anna Diep at [adiiep@mednet.ucla.edu](mailto:adiiep@mednet.ucla.edu).  
Or fax to 310-206-5106.