

UCLA HEAD AND NECK SURGERY - VACATION TIMESHEET – MAR 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”.

Employee Name:
Department: Head and Neck Surgery
Pay Period Dates: Mar 1 – Mar 31, 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
29	30	31				

Total Vacation Hours Used in Mar:

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

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