

## UCLA HEAD AND NECK SURGERY - VACATION TIMESHEET – APR 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> Apr 1 – Apr 30, 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					

Total Vacation Hours Used in Apr:
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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 [adiep@mednet.ucla.edu](mailto:adiep@mednet.ucla.edu).  
Or fax to 310-206-5106.