

UCLA HEAD AND NECK SURGERY - VACATION TIMESHEET – DECEMBER 2013

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: December 1 – December 31, 2013

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 Dec:

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

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