

UCLA HEAD AND NECK SURGERY - VACATION TIMESHEET – FEBRUARY 2014

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: February 1 – February 28, 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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:

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.