

Leitrim Association Of People With Disabilities ltd

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Date	Actual Hours & Mins Worked From 8AM Morning To 8PM Evening		Hours Worked from 8AM to 8PM	Actual Hours & Mins Worked From 8PM Evening To Midnight		Hours Worked from 8PM to Midnig	Bank Holidays Hours Worked	Overnight PLEASE TICK BOX	Sick Days	Annual Leave Day/Hrs	Comments
	From:	To:		From:	To:						
Monday	From:	To:		From:	To:						
Tuesday	From:	To:		From:	To:						
Wednesday	From:	To:		From:	To:						
Thursday	From:	To:		From:	To:						<u>Office Use Only</u>
Friday	From:	To:		From:	To:						
Saturday	From:	To:		From:	To:						
Sunday	From:	To:		From:	To:						

Signed P.A: _____

Total Hours Worked: _____

Signed Leader: _____

Week Ending: / / _____

PLEASE HAVE TIME SHEET IN OFFICE BY TUESDAY OF EACH WEEK

RECIEVED: _____

APPROVED: _____