

**Form:** Employee Monthly Time Record

**Description:** Form to keep track of employee's monthly hours, including vacation, holiday, and overtime hours

## Employee Monthly Time Record

<b>Month:</b> _____				<b>Name:</b> _____			
<i>Day of Month</i>	<i>Regular Hours</i>	<i>Vacation Leave Hours</i>	<i>Holiday Leave Hours</i>	<i>Sick Leave Hours</i>	<i>Over-time Hours</i>	<i>Other</i>	<i>Leave Hours Without Pay</i>
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2							
3							
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28							
29							
30							
31							
<b>Totals</b>							