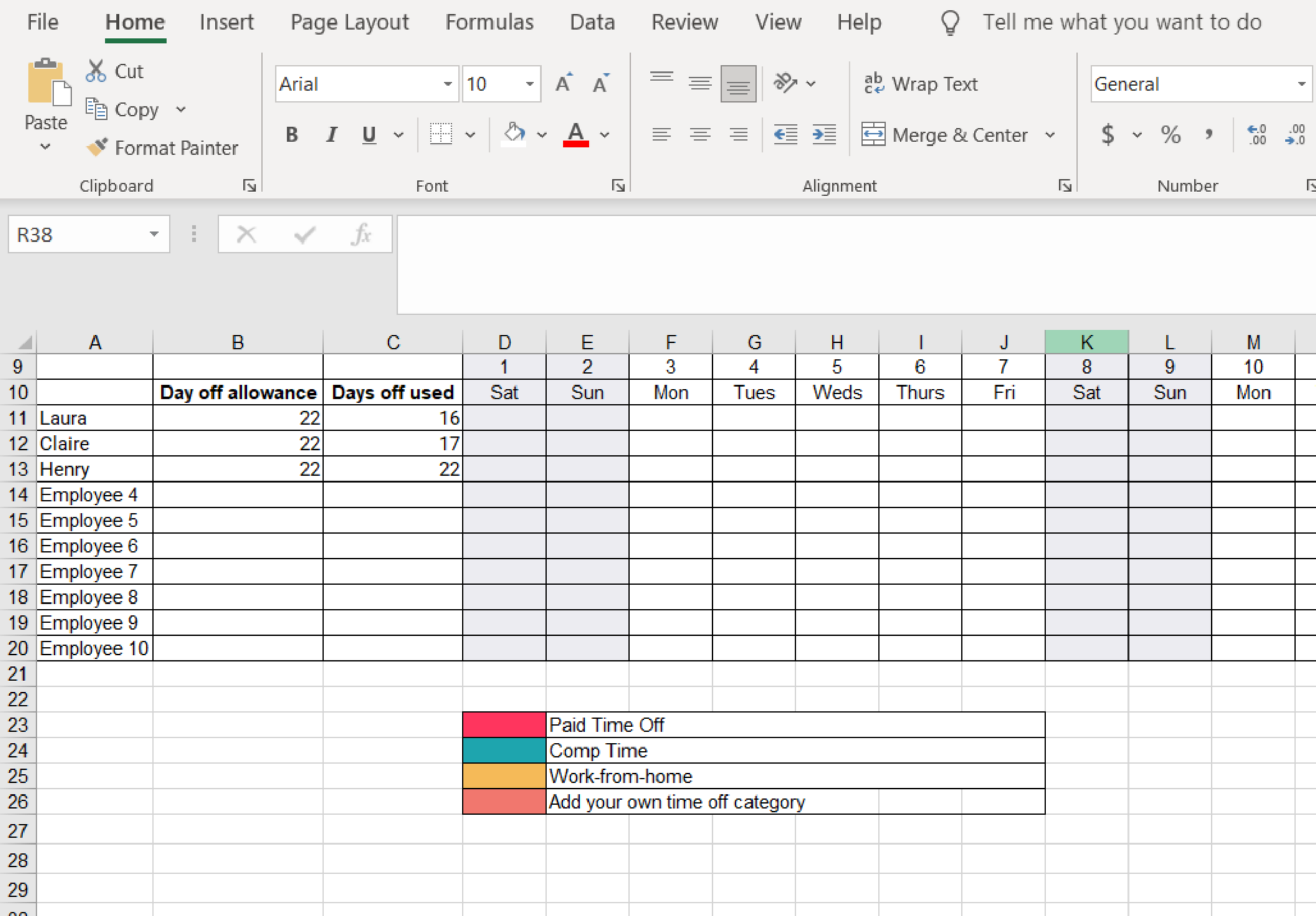

	A	B	C	D	E	F	G	H	I	J	K	L	M
9				1	2	3	4	5	6	7	8	9	10
10		**Day off allowance**	**Days off used**	Sat	Sun	Mon	Tues	Weds	Thurs	Fri	Sat	Sun	Mon
11	Laura	22	16										
12	Claire	22	17										
13	Henry	22	22										
14	Employee 4												
15	Employee 5												
16	Employee 6												
17	Employee 7												
18	Employee 8												
19	Employee 9												
20	Employee 10												
21													
22													
23					Paid Time Off								
24					Comp Time								
25					Work-from-home								
26					Add your own time off category								
27													
28													
29													