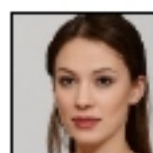


EMPLOYEE TIME OFF TRACKER



Serena Simpson

Technical Manager

V	S	P	U
29	10	5	5

Allotted days

Vacation  USED 17/2

15-01	16-02	21-04	16-06
+2	+3	+5	+3

Sick  USED 5/10

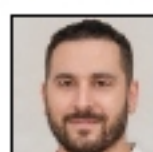
08-09	08-11	06-12	
		+2	

Paid TO  USED 5/5

07-04	25-06	07-07	22-09
+1			

Unpaid TO  USED 3/5

22-11			
+2			



Martin Richardson

Personal Assistant

V	S	P	U
22	10	3	3

Allotted days

Vacation  USED 8/22

11-02	06-08		
+1	+5		

Sick  USED 4/10

04-01	03-03	09-06	12-10

Paid TO  USED 3/3

17-02	26-03		
+1			

Unpaid TO  USED 2/3

05-08			
+1			



Maisie Carr

CFO

V	S	P	U
25	10	5	5

Allotted days

Vacation  USED 17/2

11-04	19-08	11-10	06-12
+1	+10	+2	

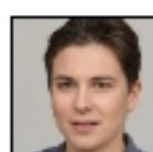
Sick  USED 3/10

28-04			
+2			

Paid TO  USED 0/5

Unpaid TO  USED 5/5

22-05	29-06	15-09	30-11
			+1



Eddie Sutton

Receptionist

V	S	P	U
20	10	2	2

Allotted days

Vacation  USED 16/2

21-02	04-07		
+10	+4		

Sick  USED 5/10

02-09			
+4			

Paid TO  USED 2/2

24-06			
+1			

Unpaid TO  USED 2/2

23-05			
+1			



Jason McDaniel

Bookkeeper

V	S	P	U
24	10	4	4

Allotted days

Vacation  USED 15/2

12-08			
+14			

Sick  USED 0/10

Paid TO  USED 0/4

Unpaid TO  USED 2/4

14-11			
+1			