

126 S. 7th Avenue
Wauchula, Florida 33873



(863) 773-9193
Fax (863) 773-0436

PERSONNEL REPORT OF TIME OFF

EMPLOYEE NAME Terry Atchley DATE _____

EMPLOYEE NO. 01-1500 DEPT. 512

TIME OFF: DATE Nov 21 + 22 4 hrs ea HOURS 8 ✓

REASON _____

DATE Dec 22 HOURS 4 ✓

REASON _____

DATE Dec 27, 28, 29, 30 HOURS ~~24~~ 32 ✓ *oa*

REASON _____

TOTAL - SICK HOURS _____

TOTAL - VACATION HOURS 36 44 *oa*

OTHER - PERSONAL LEAVE DAY _____

COMMENTS: _____

Terry Atchley
EMPLOYEE SIGNATURE

Olivia Minshew
APPROVED BY SUPERVISOR

DATE 11/21/16 ✓