

## EMPLOYEE TIME OFF (2018)

Enter All Your Data Using Input Sheet:

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[Employee Data Input Sheet](#)

### 2018 Monthly Calendar

[January](#)

[July](#)

[February](#)

[August](#)

[March](#)

[September](#)

[April](#)

[October](#)

[May](#)

[November](#)

[June](#)

[December](#)

### Employee Time Off Summary Report

[Employee 1: Sam T.](#)

[Employee 9: 0](#)

[Employee 2: Tony R.](#)

[Employee 10: 0](#)

[Employee 3: Cindy N.](#)

[Employee 11: 0](#)

[Employee 4: Ben C.](#)

[Employee 12: 0](#)

[Employee 5: Artur L.](#)

[Employee 13: 0](#)

[Employee 6: Paul V.](#)

[Employee 14: 0](#)

[Employee 7: Kevin E.](#)

[Employee 15: 0](#)

[Employee 8: Randy U.](#)

[\(Contact Us\)](#)

v7.12

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# January 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1 - January</b> Sam T.= Holiday Tony R.= Holiday Cindy N.= Holiday Ben C.= Holiday Artur L.= Holiday Paul V.= Holiday Kevin E.= Holiday Randy U.= Holiday Danny B.= Holiday Charles S.= Holiday John. W.= Holiday Jack S.= Holiday Kim P.= Holiday Dave L.= Holiday Chris R.= Holiday	<b>2 - January</b>	<b>3 - January</b> Sam T.= VAC Cindy N.= Sick	<b>4 - January</b> Artur L.= 1/2 VAC	<b>5 - January</b>	<b>6 - January</b>
<b>7 - January</b>	<b>8 - January</b>	<b>9 - January</b>	<b>10 - January</b>	<b>11 - January</b>	<b>12 - January</b>	<b>13 - January</b>
<b>14 - January</b>	<b>15 - January</b>	<b>16 - January</b>	<b>17 - January</b>	<b>18 - January</b>	<b>19 - January</b>	<b>20 - January</b>
<b>21 - January</b>	<b>22 - January</b>	<b>23 - January</b>	<b>24 - January</b>	<b>25 - January</b>	<b>26 - January</b>	<b>27 - January</b>
<b>28 - January</b>	<b>29 - January</b>	<b>30 - January</b>	<b>31 - January</b>	<b>1 - February</b>	<b>2 - February</b>	<b>3 - February</b>

## 2018 EMPLOYEE TIME OFF SUMMARY REPORT

**Employee 1: Sam T.**

	Date	Time Off	Notes
1	1/1/2018	Holiday	
2	1/3/2018	VAC	Called in request
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Time Off Type	Used/Scheduled	Allowance	Balance
Holiday	1	4	3
Sick	0	2	2
VAC	1	15.0	14.0
1/2 VAC	0		
Personal	0	5.0	5.0
1/2 Personal	0		
Miscell	0		0
<b>Total =</b>	<b>2</b>		

**This is an Employee Time Off Summary Display Sheet**

A summary of an Employee Time off data recorded on the Input Sheet are automatically displayed here. To edit data, go back to the Input Sheet.

