

Judicial Branch Timesheet

Month: _____ Year: _____ Supreme Court/Probation

Name: _____ Employee ID #: _____

Designated work day is from _____ am to _____ pm. Exempt Non-Exempt (overtime eligible)

Days of Month:

1	17
2	18
3	19
4	20
5	21
6	22
7	23
8	24
9	25
10	26
11	27
12	28
13	29
14	30
15	31
16	

Monthly Totals:

Vacation		FML/S		<u>Notes:</u>
Sick Leave		FML/V		
Holiday		FML/WoP		
Funeral		Comp Time Used		
Other		Comp Time Earned		

V = Vacation, S = Sick, F = Funeral, CE = Comp. Time Earned, CU = Comp. Time Used, M = Military,
 I = Injury, H = Holiday, C = Civil, A = Administrative, LOA = Leave of Absence, FML = Family Medical Leave (Please designate
 FML/S, FML/V or FML/WoP depending on which form of leave you are using concurrently with FML)

The above reflects hours worked, combined with leave taken, with a total of no less than 40 hours for each work week, from 8:00 AM Friday - 7:59 AM Friday. (Note: prorated for part-time employees.)

Employee: _____ Date _____

Supervisor: _____ Date _____