# Haskins Laboratories

## 2015 Hourly Employee Timesheet

**Employee Name (printed):**

**Supervisor Name (printed):**

**Employee Name (signature):**

**Supervisor Approval (signature):**

The supervisor's signature certifies that the distribution of activity listed represents a reasonable estimate of the actual work performed by this employee, during the specified time period.

### % Allocation by project:

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<th>Mon</th>
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**Calendar Dates:**

**Work Hours**

**Vacation Hours**

**Sick Hours**

**Holiday Hours**

**Other Hours**

**Total Hours**

*Please specify, for example, jury duty, bereavement, military, etc.*

## 2015 Holidays

- **New Year's Day Observ.** 1-Jan
- **MLK Jr. Day** 19-Jan
- **President's Day** 16-Feb
- **Good Friday** 3-Apr
- **Memorial Day** 25-May
- **Independence Day** 3-Jul
- **Labor Day** 7-Sep
- **Thanksgiving** 26-Nov
- **Day after Thanksgiving** 27-Nov
- **Christmas Eve Observ.** 24-Dec
- **Christmas Day** 25-Dec
- **Haskins/Yale Recess** Dec 28 - 3

## 2015 Pay Period Ending Dates

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