

PERSONAL ASSISTANT TIMESHEET

Service User: _____

Employee Name: _____

POA / Guardian: _____

IF APPLICABLE

Employee Signature: _____

Authorised Signature: _____

WEEK 44 2024/25

Week Commencing	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Total
21-Dec-24	21	22	23	24	25	26	27	
28-Dec-24	28	29	30	31	1	2	3	
04-Jan-25	4	5	6	7	8	9	10	
11-Jan-25	11	12	13	14	15	16	17	
PLEASE NOTE: BOXES ABOVE ARE FOR WORKED HOURS ONLY								Total Hours Worked

SDS FUNDED		ILF FUNDED		RESPITE		PAID LEAVE	
HOURS		HOURS		HOURS		SICK WITH PAY (SWP) SDS ONLY	
SLEEPOVERS		SLEEPOVERS		SLEEPOVERS		SICK WITH PAY S/O (SWP) SDS ONLY	
HOLIDAY HOURS		HOLIDAY HOURS				RETAINED WITH PAY (RWP)	
SLEEPOVER HOLIDAYS		SLEEPOVER HOLIDAYS				ABSENT WITH PAY (AWP)	

IMPORTANT INFORMATION

<p>PERIOD START DUE TO AILN OFFICES OFFICIAL PAY DATE EMAIL ADDRESS POST ADDRESS</p>	<p>SATURDAY 21-Dec-24 MONDAY 20-Jan-25 FRIDAY 24-Jan-25 TIMESHEETS@AILN.ORG</p> <p style="font-size: small; color: red;">Ayrshire Independent Living Network The Michael Lynch Centre for Enterprise 71 Princes Street, Ardrossan, KA22 8DG</p>
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NOTES

DOUBLE TIME IS PAYABLE FOR SHIFTS STARTING ON THE 25TH&26TH DECEMBER AND THE 1ST&2ND JANUARY.

Please ensure that all timesheets for personal assistants are sent together, or sent with a note that there are more to be received. This may result in a re-run charge.