

# PERSONAL ASSISTANT TIMESHEET

**Service User:** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_

**POA / Guardian:** \_\_\_\_\_

*IF APPLICABLE*

**Employee Signature:** \_\_\_\_\_

**Authorised Signature:** \_\_\_\_\_

## WEEK 4 2025/26

Week Commencing	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Total
15-Mar-25	15	16	17	18	19	20	21	
22-Mar-25	22	23	24	25	26	27	28	
29-Mar-25	29	30	31	1	2	3	4	
05-Apr-25	5	6	7	8	9	10	11	

**PLEASE NOTE: BOXES ABOVE ARE FOR WORKED HOURS ONLY**

**Total Hours Worked**

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SDS FUNDED		ILF FUNDED		RESPITE		PAID LEAVE	
HOURS	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	HOURS	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	HOURS	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	SICK WITH PAY (SWP) <span style="color: red;">SDS ONLY</span>	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>
SLEEPOVERS	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	SLEEPOVERS	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	SLEEPOVERS	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	SICK WITH PAY S/O (SWP) <span style="color: red;">SDS ONLY</span>	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>
HOLIDAY HOURS	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	HOLIDAY HOURS	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>			RETAINED WITH PAY (RWP)	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>
SLEEPOVER HOLIDAYS	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	SLEEPOVER HOLIDAYS	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>			ABSENT WITH PAY (AWP)	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>

### IMPORTANT INFORMATION

<b>PERIOD START</b> <b>DUE TO AILN OFFICES</b> <b>OFFICIAL PAY DATE</b> <b>EMAIL ADDRESS</b> <b>POST ADDRESS</b>	<b>SATURDAY 15-Mar-25</b> <b>MONDAY 14-Apr-25</b> <b>FRIDAY 18-Apr-25</b> <b>TIMESHEETS@AILN.ORG</b> <small>Ayrshire Independent Living Network                  The Michael Lynch Centre for Enterprise                  71 Princes Street, Ardrossan, KA22 8DG</small>
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### NOTES

**Please ensure that all timesheets for personal assistants are sent together, or sent with a note that there are more to be received.**