PERSONAL ASSISTANT TIMESHEET

Service User:

Employee Name:

POA / Guardian: IF APPLICABLE

Authorised Signature:

Employee Signature:

WEEK 20 2025/26

Week Commencing	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Total
05-Jul-25	5	6	7	8	9	10	11	
12-Jul-25	12	13	14	15	16	17	18	
19-Jul-25	19	20	21	22	23	24	25	
26-Jul-25	26	27	28	29	30	31	1	

PLEASE NOTE: BOXES ABOVE ARE FOR WORKED HOURS ONLY

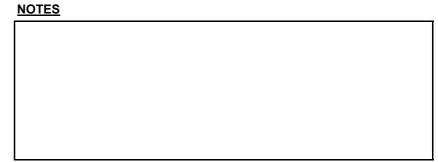
Total Hours Worked

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

IMPORTANT INFORMATION

PERIOD START	SATURDAY 05-Jul-25
DUE TO AILN OFFICES	MONDAY 04-Aug-25
OFFICIAL PAY DATE	FRIDAY 08-Aug-25
EMAIL ADDRESS	TIMESHEETS@AILN.ORG
POST ADDRESS	Ayrshire Independent Living Network
	The Michael Lynch Centre for Enterprise
	71 Princes Street, Ardrossan, KA22 8DG

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



PAID LEAVE

SDS ONL

(RWP)

(AWP)