

Week No. 40
 Year 2020
 Period Start Date 28-Nov-20

Ayrshire Independent Living Network
 The Michael Lynch Centre for Enterprise
 71 Princes Street, Ardrossan, KA22 8DG

timesheets@ailn.org
 Tel: 01294 475681
 Fax: 01294 475687

PERSONAL ASSISTANT TIMESHEET

Week Commencing	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Total
28-Nov-20	28	29	30	1	2	3	4	
05-Dec-20	5	6	7	8	9	10	11	
12-Dec-20	12	13	14	15	16	17	18	
19-Dec-20	19	20	21	22	23	24	25	

PLEASE NOTE: BOXES ABOVE ARE FOR WORKED HOURS ONLY

Total Hours Worked

--

SDS Hours		Hours Sick With Pay (SWP) >	SDS	ILF	Holiday Hours >	SDS	ILF	
ILF Hours		Sleepovers Sick With Pay >	SDS	ILF	Holiday Sleepovers >	SDS	ILF	
Sleepovers	SDS	ILF	Hours Retained With Pay (RWP) >	SDS	ILF	Public Holiday Hours >	SDS	ILF
Respite Hours	SDS	ILF	Hours Absent With Pay (AWP) >	SDS	ILF	Public Holiday Sleepovers >	SDS	ILF

Employee
 Print Name: _____

Employer
 Print Name: _____

Employee
 Signature: _____

Employer
 Signature: _____

PLEASE NOTE: DOUBLE TIME IS PAYABLE FOR SHIFTS THAT START ON THE 25 DECEMBER. WHERE POSSIBLE PLEASE SEND IN TIMESHEETS FOR WEEK 40 AS SOON AS POSSIBLE TO ALLOW PROCESSING BEFORE THE DEADLINE.

KEY BOX
 Holiday - H
 Sick with pay - SWP
 Retained with pay - RWP
 Absent with pay - AWP