

Week No. 20  
 Year 2021  
 Period Start Date 10-Jul-21

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

timesheets@ailn.org  
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**PERSONAL ASSISTANT TIMESHEET**

Week Commencing	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Total
10-Jul-21	10	11	12	13	14	15	16	
17-Jul-21	17	18	19	20	21	22	23	
24-Jul-21	24	25	26	27	28	29	30	
31-Jul-21	31	1	2	3	4	5	6	

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

**Total Hours Worked**

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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: \_\_\_\_\_

**IF EMAILING TIMESHEETS PLEASE SEND TO timesheets@ailn.org. PLEASE REMEMBER TO SUBMIT TIMESHEETS BY THE DEADLINE TUESDAY 10TH AUGUST BY 5PM TO ENSURE PAYMENT IS MADE FOR THE FRIDAY.**

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