

Week No. 24
Year 2021/2022
Period Start Date 07-Aug-21

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
07-Aug-21	7	8	9	10	11	12	13	
14-Aug-21	14	15	16	17	18	19	20	
21-Aug-21	21	22	23	24	25	26	27	
28-Aug-21	28	29	30	31	1	2	3	

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 7th SEPTEMBER 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