

**Week No.** 32  
**Year** 2021/2022  
**Period Start Date** 02-Oct-21

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

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**Tel: 01294 475681**  
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**PERSONAL ASSISTANT TIMESHEET**

Week Commencing	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Total
02-Oct-21	2	3	4	5	6	7	8	
09-Oct-21	9	10	11	12	13	14	15	
16-Oct-21	16	17	18	19	20	21	22	
23-Oct-21	23	24	25	26	27	28	29	

**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@ainl.org](mailto:timesheets@ainl.org). PLEASE REMEMBER TO SUBMIT TIMESHEETS BY THE DEADLINE TUESDAY 2ND NOVEMBER 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

**PLEASE NOTE: FURLOUGH FINISHED ON THE 30TH SEPTEMBER 2021, FURLOUGH HOURS ARE NO LONGER PAYABLE**