

Week No. 44
Year 2021/2022
Period Start Date 25-Dec-21

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

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

PERSONAL ASSISTANT TIMESHEET

Week Commencing	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Total
25-Dec-21	25	26	27	28	29	30	31	
01-Jan-22	1	2	3	4	5	6	7	
08-Jan-22	8	9	10	11	12	13	14	
15-Jan-22	15	16	17	18	19	20	21	

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: _____

IF EMAILING TIMESHEETS PLEASE SEND TO timesheets@ainl.org. PLEASE REMEMBER TO SUBMIT TIMESHEETS BY THE DEADLINE TUESDAY 25th JANUARY BY 5PM TO ENSURE PAYMENT IS MADE FOR THE FRIDAY.

PLEASE NOTE DOUBLE TIME IS PAYABLE FOR SHIFTS THAT START ON THE 25TH & 26TH OF DECEMBER, AND THE 1ST AND 2ND JANUARY

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