

Week No. 16
Year 2022/2023
Period Start Date 11-Jun-22

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
11-Jun-22	11	12	13	14	15	16	17	
18-Jun-22	18	19	20	21	22	23	24	
25-Jun-22	25	26	27	28	29	30	1	
02-Jul-22	2	3	4	5	6	7	8	

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	Hours Retained With Pay (RW/P) >	SDS	ILF	Public Holiday Hours >	SDS	ILF
Respite Hours	Hours Absent With Pay (AW/P) >	SDS	ILF	Public Holiday Sleepovers >	SDS	ILF

Employee
 Print Name: _____

Employee
 Signature: _____

Employer
 Print Name: _____

Employer
 Signature: _____

IF EMAILING TIMESHEETS PLEASE SEND TO timesheets@ailn.org. PLEASE REMEMBER TO SUBMIT TIMESHEETS BY THE DEADLINE TUESDAY 12TH JULY 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