

**Week No. 40**  
**Year 2022/2023**  
**Period Start Date 26-Nov-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
26-Nov-22	26	27	28	29	30	1	2	
03-Dec-22	3	4	5	6	7	8	9	
10-Dec-22	10	11	12	13	14	15	16	
17-Dec-22	17	18	19	20	21	22	23	

**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: \_\_\_\_\_

**Personal Assistants can now order their free ID badge online from the PA Network. Visit [www.panetworkscotland.org.uk](http://www.panetworkscotland.org.uk) to complete the application. Or email [info@panetworkscotland.org.uk](mailto:info@panetworkscotland.org.uk) with the following information and they will complete your application for you: Your Employers Name, Your Name, Your Email Address, Your Full Home Address and a passport style photograph.**

**KEYBOX**  
 Holiday -H  
 Sickwith pay -SWP  
 Retained with pay -RWP  
 Absent with pay -AWP

**IMPORTANT LETTER re CHANGES TO SERVICES DURING FESTIVE PERIOD ENCLOSED - PLEASE READ**