

# PERSONAL ASSISTANT TIMESHEET

**Service User:** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_

**POA / Guardian:** \_\_\_\_\_

*IF APPLICABLE*

**Employee Signature:** \_\_\_\_\_

**Authorised Signature:** \_\_\_\_\_

**WEEK 20    2024/25**

| Week Commencing   | Saturday | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Total                     |
|---|----------|--------|--------|---------|-----------|----------|--------|---------------------------|
| 06-Jul-24   | 6        | 7      | 8      | 9       | 10        | 11       | 12     |                           |
| 13-Jul-24   | 13       | 14     | 15     | 16      | 17        | 18       | 19     |                           |
| 20-Jul-24   | 20       | 21     | 22     | 23      | 24        | 25       | 26     |                           |
| 27-Jul-24   | 27       | 28     | 29     | 30      | 31        | 1        | 2      |                           |
| <b>PLEASE NOTE: BOXES ABOVE ARE FOR WORKED HOURS ONLY</b> |          |        |        |         |           |          |        | <b>Total Hours Worked</b> |

| SDS FUNDED            |  | ILF FUNDED            |  | RESPITE    |  | PAID LEAVE   |  |
|-----------------------|--|-----------------------|--|------------|--|--|--|
| HOURS                 |  | HOURS                 |  | HOURS      |  | SICK WITH PAY (SWP)<br><span style="color: red;">SDS ONLY</span>     |  |
| SLEEPOVERS            |  | SLEEPOVERS            |  | SLEEPOVERS |  | SICK WITH PAY S/O<br>(SWP) <span style="color: red;">SDS ONLY</span> |  |
| HOLIDAY HOURS         |  | HOLIDAY HOURS         |  |            |  | RETAINED WITH PAY<br>(RWP)   |  |
| SLEEPOVER<br>HOLIDAYS |  | SLEEPOVER<br>HOLIDAYS |  |            |  | ABSENT WITH PAY<br>(AWP)   |  |

**IMPORTANT INFORMATION**

|   |  |
|---|--|
| <p style="text-align: center;"><b>PERIOD START<br/>DUE TO AILN OFFICES<br/>OFFICIAL PAY DATE<br/>EMAIL ADDRESS<br/>POST ADDRESS</b></p> | <p style="text-align: center; color: red;"><b>SATURDAY 06-Jul-24<br/>MONDAY 05-Aug-24<br/>FRIDAY 09-Aug-24<br/>TIMESHEETS@AILN.ORG</b></p> <p style="text-align: center; font-size: small; color: red;">Ayrshire Independent Living Network<br/>The Michael Lynch Centre for Enterprise<br/>71 Princes Street, Ardrossan, KA22 8DG</p> |
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**NOTES**

**Please ensure that all timesheets for personal assistants are sent together, or sent with a note that there are more to be received. This may result in a re-run charge.**