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| November | 2016 |
| **LEAVE REPORTING NOVEMBER 16 – 30, 2016 – CHECK YOUR TIME SHEET BY DECEMBER 8 (TIMESHEET WILL BE REMOVED DECEMBER 9) AND ENTER TYPE(S) OF LEAVE USED AND NUMBER OF HOURS ON APPROPRIATE DAYS – DUE DECEMBER 15 TO HR.** **NAME: BEARPASS NUMBER: EMPLOYEE SIGNATURE:****APPROVER NAME: APPROVER SIGNATURE:** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|  |  | 1 | 2 | 3 | 4 | 5 |
|  |  |  |  |  |  |  |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|  |  |  |  |  |  |  |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
|  |  |  |  |  |  |  |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
|  |  |  |  |  |  |  |
| 27 | 28 | 29 | 30 |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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