

PERSONAL ASSISTANT TIMESHEET

Service User: _____

Employee Name: _____

POA / Guardian: _____

IF APPLICABLE

Employee Signature: _____

Authorised Signature: _____

WEEK 16 2024/25

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

PLEASE NOTE: BOXES ABOVE ARE FOR WORKED HOURS ONLY

Total Hours Worked

<div style="border: 1px solid black; width: 100%; height: 100%;"></div>

SDS FUNDED		ILF FUNDED		RESPITE		PAID LEAVE	
HOURS	<div style="border: 1px solid black; width: 100%; height: 25px;"></div>	HOURS	<div style="border: 1px solid black; width: 100%; height: 25px;"></div>	HOURS	<div style="border: 1px solid black; width: 100%; height: 25px;"></div>	SICK WITH PAY (SWP) SDS ONLY	<div style="border: 1px solid black; width: 100%; height: 25px;"></div>
SLEEPOVERS	<div style="border: 1px solid black; width: 100%; height: 25px;"></div>	SLEEPOVERS	<div style="border: 1px solid black; width: 100%; height: 25px;"></div>	SLEEPOVERS	<div style="border: 1px solid black; width: 100%; height: 25px;"></div>	SICK WITH PAY S/O (SWP) SDS ONLY	<div style="border: 1px solid black; width: 100%; height: 25px;"></div>
HOLIDAY HOURS	<div style="border: 1px solid black; width: 100%; height: 25px;"></div>	HOLIDAY HOURS	<div style="border: 1px solid black; width: 100%; height: 25px;"></div>			RETAINED WITH PAY (RWP)	<div style="border: 1px solid black; width: 100%; height: 25px;"></div>
SLEEPOVER HOLIDAYS	<div style="border: 1px solid black; width: 100%; height: 25px;"></div>	SLEEPOVER HOLIDAYS	<div style="border: 1px solid black; width: 100%; height: 25px;"></div>			ABSENT WITH PAY (AWP)	<div style="border: 1px solid black; width: 100%; height: 25px;"></div>

IMPORTANT INFORMATION

<p>PERIOD START DUE TO AILN OFFICES OFFICIAL PAY DATE EMAIL ADDRESS POST ADDRESS</p>	<p>SATURDAY 08-Jun-24 MONDAY 08-Jul-24 FRIDAY 12-Jul-24 TIMESHEETS@AILN.ORG Ayrshire Independent Living Network The Michael Lynch Centre for Enterprise 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.