

# PERSONAL ASSISTANT TIMESHEET

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

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

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

*IF APPLICABLE*

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

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

**WEEK 52 2024/25**

Week Commencing	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Total
15-Feb-25	15	16	17	18	19	20	21	
22-Feb-25	22	23	24	25	26	27	28	
01-Mar-25	1	2	3	4	5	6	7	
08-Mar-25	8	9	10	11	12	13	14	
<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) <span style="color: red;">SDS ONLY</span>	
SLEEPOVERS		SLEEPOVERS		SLEEPOVERS		SICK WITH PAY S/O (SWP) <span style="color: red;">SDS ONLY</span>	
HOLIDAY HOURS		HOLIDAY HOURS				RETAINED WITH PAY (RWP)	
SLEEPOVER HOLIDAYS		SLEEPOVER HOLIDAYS				ABSENT WITH PAY (AWP)	

**IMPORTANT INFORMATION**

<p><b>PERIOD START DUE TO AILN OFFICES OFFICIAL PAY DATE EMAIL ADDRESS POST ADDRESS</b></p>	<p style="color: red;"><b>SATURDAY 15-Feb-25 MONDAY 17-Mar-25 FRIDAY 21-Mar-25 TIMESHEETS@AILN.ORG</b></p> <p style="font-size: small; color: red;">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. This may result in a re-run charge.