Piedmont Regional Library System Time Sheet 2024

Instructions: On EACH line log your In & Out time for meals and for vacation or sick time. **Leave a line empty between each week.**

Name: Signature

Supervisor: Signature

Date Ending:

Date	Day of Week	In	Out	Hours Worked	Holiday Hours	Exceptions	
						Sick hours	Vacation hours
			Totals				
			Grand Total				

2024 Paid Holidays & Closings

1	New Years Day	1.1.24
2	MLK Day	1.15.24
3	Memorial Day	5.27.24
4	Juneteenth	6.19.24
5	Independence Day	7.4.24
6	Labor Day	9.2.24
7	Thanksgiving	11.28.24
8	Day after Thanksgiving	11.29.24
9	Christmas Eve	12.24.24
10	Christmas Day	12.25.24
11	Day after Christmas	12.26.24
12	New Years Eve	12.31.24
2025	New Years Day	1.1.25

				Payday	
#1	For Period:	12.17	12.30	1.5.24	4 holidays
#2	For Period:	12.31	1.13	1.19.24	1 holiday
#3	For Period:	1.14	1.27	2.2.24	1 holiday
#4	For Period:	1.28	2.10	2.16.24	
#5	For Period:	2.11	2.24	3.1.24	
#6	For Period:	2.25	3.9	3.15.24	
#7	For Period:	3.10	3.23	3.29.24	
#8	For Period:	3.24	4.6	4.12.24	
#9	For Period:	4.7	4.20	4.26.24	
#10	For Period:	4.21	5.4	5.10.24	
#11	For Period:	5.5	5.18	5.24.24	
#12	For Period:	5.19	6.1	6.7.24	1 holiday
#13	For Period:	6.2	6.15	6.21.24	
#14	For Period:	6.16	6.29	7.5.24	1 holiday
#15	For Period:	6.30	7.13	7.19.24	1 holiday
#16	For Period:	7.14	7.27	8.2.24	
#17	For Period:	7.28	8.10	8.16.24	
#18	For Period:	8.11	8.24	8.30.24	
#19	For Period:	8.25	9.7	9.13.24	1 holiday
#20	For Period:	9.8	9.21	9.27.24	
#21	For Period:	9.22	10.5	10.11.24	
#22	For Period:	10.6	10.19	10.25.24	
#23	For Period:	10.20	11.2	11.8.24	
#24	For Period:	11.3	11.16	11.22.24	
#25	For Period:	11.17	11.30	12.6.24	2 holidays
#26	For Period:	12.1	12.14	12.20.24	
#1	For Period:	12.15	12.28	1.3.25	3 holidays

1.4.24

October 14 - Libraries closed for staff day - NOT a holiday.