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JONES MEMORIAL LIBRARY

2311 Memorial Avenue, Lynchburg, VA 24501

Monthly Timesheet

MONTH:

YEAR:

NAME:

August


2025

Gwen Wells

Day of Month	Day of Week	Hours Worked	Paid Hours Off (Sick/Vacation/Holiday)	Total Hours
1	Friday	9-5	vacation car trouble	8 ✓
2	Saturday	9-5		8 ✓
3				
4				
5	Tuesday	11-7		8 ✓
6	Wednesday	9-4:30	.50 hrs pro?	7.5 8 ✓
7	Thursday	9-5		8 ✓
8	Friday	9-5		8 ✓
9				
10				
11				
12	Tuesday	11-7		8 ✓
13	Wednesday	9-5		8 ✓
14	Thursday	9-5		8 ✓
15	Friday	9-5		8 ✓
16	Saturday	9-5		8 ✓
17				
18				

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19	Tuesday	11-7		8 ✓
20	Wednesday	9-5		8 ✓
21	Thursday	9-5		8 ✓
22	Friday	9-5		8 ✓
23				
24				
25				
26	Tuesday	11-7		8 ✓
27	Wednesday	9-5		8 ✓
28	Thursday	9-5		8 ✓
29	Friday	9-5		8 ✓
30	Saturday		closed-holiday	8 ✓
31				
Total Hours				159.5 ✓ 160
Supervisor approval				


8/26/2015

143.50 hours worked

8.5 PTO hours

8 holiday hours

160.0 total hours