

**TIME SHEET  
WARSAW POLICE DEPARTMENT**

EMPLOYEE: \_\_\_\_\_

PAY PERIOD: \_\_\_\_\_ THRU \_\_\_\_\_

DATE									
DAY	THURS	FRI	SAT	SUN	MON	TUES	WED	TOTAL	NOTATIONS
PATROL									
COURT									
INVESTIGATION									
TRANSPORT									
OFFICE									
CALL OUT									
TRAINING									
SEL ENFORCE *									
LLEBG -GRANT									
PERSONAL DAY									
HOLIDAY									
VACATION									
SICKLEAVE									
TOTAL									

**ANNUAL LEAVE RECAP**

TYPE OF LEAVE	PREV BALANCE	EARNED	USED	BALANCE	VERIFIED
VACATION					
SICK LEAVE					
COMP TIME					
HOLIDAY					

APPROVED BY: \_\_\_\_\_  
CHIEF OF POLICE/TOWN MANAGER