

Date	Day	Clock-in	Clock-out	Tea	Lunch	Hours Worked	Notes
1	Monday						
2	Tuesday						
3	Wednesday						
4	Thursday						
5	Friday						
8	Monday						
9	Tuesday						
10	Wednesday						
11	Thursday						
12	Friday						
15	Monday						
16	Tuesday						Day of Reconciliation
17	Wednesday						
18	Thursday						
19	Friday						
22	Monday						
23	Tuesday						
24	Wednesday						
25	Thursday						Christmas Day
26	Friday						Day of Goodwill
29	Monday						
30	Tuesday						
31	Wednesday						
						Total Hours	