

TIME SHEET

Employee Name:	
Mentor:	
Company Name:	
Month	January 2025

Date	Day	Signature	Date	Day	Signature
26/12/2024	December Holidays		11/01/2025	Weekend	
27/12/2024	December Holidays		12/01/2025	Weekend	
28/12/2024	Weekend		13/01/2025	Monday	
29/12/2024	Weekend		14/01/2025	Tuesday	
30/12/2024	December Holidays		15/01/2025	Wednesday	
31/12/2024	December Holidays		16/01/2025	Thursday	
01/01/2025	December Holidays		17/01/2025	Friday	
02/01/2025	December Holidays		18/01/2025	Weekend	
03/01/2025	December Holidays		19/01/2025	Weekend	
04/01/2025	Weekend		20/01/2025	Monday	
05/01/2025	Weekend		21/01/2025	Tuesday	
06/01/2025	Monday		22/01/2025	Wednesday	
07/01/2025	Tuesday		23/01/2025	Thursday	
08/01/2025	Wednesday		24/01/2025	Friday	
09/01/2025	Thursday		25/01/2025	Weekend	
10/01/2025	Friday		Total days worked		.

LEAVE RECORD

Date		Days	Leave type (Sick/Special/Un-paid/etc.-provide details)	Leave application submitted
From	To			

SIGN OFF

I declare that above information is a true reflection of my time utilization for this month

Employee Sign Off	Date	Mentor Sign Off	Date