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|   |   | TIME OFF SPREADSHEET                                       |   |  |
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|   | **Ben Richardson** |   | **Dulce Wallace** |   | **Aliza McCormick** |   | **Blake Dalton** |   | **Cesar Burgess** |   | **Gianna Walsh** |   | **Selena Rios** |   |
|   | Process Engineer |   | Senior Engineer |   | Accountant |   | Sales Manager |   | QA |   | QC Coordinator |   | Security Officer |   |
|   | P | 14-Mar |   | V | 29-Jan |   | O | 22-Jan |   | V | 26-Aug |   | P | 15-Mar |   | V | 1-Jul |   | S | 15-Jan |   |
|   | V | 17-Jun |   | V | 30-Jan |   | V | 8-Apr |   | V | 27-Aug |   | U | 22-Apr |   | V | 2-Jul |   | S | 16-Jan |   |
|   | V | 18-Jun |   | V | 31-Jan |   | V | 9-Apr |   | V | 28-Aug |   | V | 9-Dec |   | V | 3-Jul |   | S | 17-Jan |   |
|   | V | 19-Jun |   | U | 18-Mar |   | V | 10-Apr |   | V | 29-Aug |   | V | 10-Dec |   | V | 4-Jul |   | V | 12-Aug |   |
|   | V | 20-Jun |   | U | 19-Mar |   | V | 11-Apr |   | V | 30-Aug |   | V | 11-Dec |   | V | 5-Jul |   | V | 13-Aug |   |
|   | V | 23-Jun |   | U | 20-Mar |   | V | 12-Apr |   | V | 21-Oct |   | V | 12-Dec |   | V | 6-Jul |   | V | 14-Aug |   |
|   | V | 24-Jun |   | S | 1-Oct |   | V | 15-Apr |   | V | 22-Oct |   | V | 13-Dec |   | V | 7-Jul |   | V | 15-Aug |   |
|   | V | 25-Jun |   | S | 2-Oct |   | V | 16-Apr |   | V | 23-Oct |   |  |  |   | V | 8-Jul |   | V | 16-Aug |   |
|   | S | 1-Jul |   | S | 3-Oct |   | V | 17-Apr |   | V | 24-Oct |   |  |  |   | V | 9-Jul |   | O | 25-Sep |   |
|   | S | 2-Jul |   |  |  |   | V | 18-Apr |   | V | 25-Oct |   |  |  |   | V | 10-Jul |   | O | 26-Sep |   |
|   | O | 8-Jul |   |  |  |   | V | 19-Apr |   | O | 28-Oct |   |  |  |   | V | 13-Jul |   |  |  |   |
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|   | V | 13-Aug |   |  |  |   | P | 22-Jun |   | U | 11-Dec |   |  |  |   | V | 16-Jul |   |  |  |   |
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|   |  **TOTAL:** | **22** |   |  **TOTAL:** | **9** |   |  **TOTAL:** | **14** |   |  **TOTAL:** | **14** |   |  **TOTAL:** | **7** |   |  **TOTAL:** | **15** |   |  **TOTAL:** | **10** |   |
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|  | **V** | **VACATION** |  | **S** | **SICK** | **P** | **PERSONAL** | **O** | **OTHER PAID** | **U** | **UNPAID** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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