

# Offaly Centre for Independent Living Ltd

## Weekly Time Record (HSE PA's)

Personal Assistant: \_\_\_\_\_

PPS: \_\_\_\_\_

Leader: \_\_\_\_\_

Clonminch Road,  
Tullamore,  
Co. Offaly

Week Ending: \_\_\_\_\_

Ph: (057) 9322832, 9324144

Fax: (057) 9360341

Email: [ocil@eircom.net](mailto:ocil@eircom.net)

Day	Date	From	To	Hrs	T*	S/L*	A/L*	Duties
Mon								
Tues								
Wed								
Thu								
Fri								
Sat								
Sun								
Total								

PA Signature \_\_\_\_\_

Date \_\_\_\_\_

Leader Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date: \_\_\_\_\_

T\* Training

S/ L\* Sick Leave

A/L\* Annual Leave