

**Longwood University**  
**Holiday Worked Hours Earnings Record**  
**For A/P Employees ONLY**

**Send To:** Human Resources

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

Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Department: \_\_\_\_\_

Date of Holiday Worked: \_\_\_\_\_ No. of Hours Worked: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

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