* Grace attended the SU Awards on 10th May.
* On 9th May, Grace was out of office on annual leave.
* All of Grace’s hours were accounted for.

|  |  |
| --- | --- |
| **Category** | **Time spent in hours** |
| Office times | 19.5 |
| University meetings | 1 |
| Union meetings | 4.5 |
| Social events | 5.5 |
| GOATing | 2 |
| Social media | 0.5 |
| Annual leave | 7.5 |
| **Total number of accounted hours** | **40.5** |