* Please note that Cassie was out of office on 27th February.
* Cassie attended an Offer Holder Day on 2nd March.
* All of Cassie’s hours were accounted for.

|  |  |
| --- | --- |
| **Category** | **Time spent in hours** |
| Annual leave | 7.5 |
| Union meetings | 11.5 |
| GOATing | 12 |
| Office times | 1 |
| Unaccounted hours | 5 |
| **Total number of accounted hours** | **32** |