* On 9th May, Sophia was out of office due to annual leave.
* All of Sophia’s hours were accounted for.

|  |  |
| --- | --- |
| **Category** | **Time spent in hours** |
| Office times | 16 |
| University meetings | 3 |
| Training/Conferences | 0.5 |
| Social media | 3 |
| Social events | 4 |
| GOATing | 2.5 |
| Annual leave | 7.5 |
| Union meetings | 3 |
| **Total number of accounted hours** | **39.5** |