

MULTI-CLASS EMPLOYEE TIME SHEET
SASKATCHEWAN RIVERS SCHOOL DIVISION

NAME OF EMPLOYEE: _____ 4-WEEK PERIOD: Nov 25 – Dec 22 YEAR: 2019

The maximum amount of hours a full time employee can work as a casual/sub:
6 hour employees = 40 hours, 6.5 hour employees = 30 hours, 7 hour employees = 20 hours, 7.5 hour employees = 10 hours

WEEK 1 (Nov 25 – Dec 1)

DATE:	POSITION SUBBED IN:	HOURS:

TOTAL HOURS: _____

WEEK 2 (Dec 2 - 8)

DATE:	POSITION SUBBED IN:	HOURS:

TOTAL HOURS: _____

WEEK 3 (Dec 9 - 15)

DATE:	POSITION SUBBED IN:	HOURS:

TOTAL HOURS: _____

WEEK 4 (Dec 16 - 22)

DATE:	POSITION SUBBED IN:	HOURS:

TOTAL HOURS: _____

TOTAL HOURS FOR 4-WEEK PERIOD: _____ *(NOTE: Total hours in subbing capacity + full-time hours **SHOULD NOT** exceed 160 hours)*

EMPLOYEE SIGNATURE: _____

SUPERVISOR SIGNATURE: _____