

**MULTI-CLASS EMPLOYEE TIME SHEET**  
**SASKATCHEWAN RIVERS SCHOOL DIVISION**

NAME OF EMPLOYEE: \_\_\_\_\_ 4-WEEK PERIOD: Dec 23 – Jan 19 YEAR: 2020

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 (Dec 23 – Dec 29)**

DATE:	POSITION SUBBED IN:	HOURS:

TOTAL HOURS: \_\_\_\_\_

**WEEK 2 (Dec 30 – Jan 5)**

DATE:	POSITION SUBBED IN:	HOURS:

TOTAL HOURS: \_\_\_\_\_

**WEEK 3 (Jan 6 - 12)**

DATE:	POSITION SUBBED IN:	HOURS:

TOTAL HOURS: \_\_\_\_\_

**WEEK 4 (Jan 13-19)**

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: \_\_\_\_\_