

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

NAME OF EMPLOYEE: \_\_\_\_\_ 4-WEEK PERIOD: Nov 16 – Dec 13 YEAR: 2026

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 16 - 22)**

DATE:	POSITION SUBBED IN:	HOURS:

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

**WEEK 2 (Nov 23 - 29)**

DATE:	POSITION SUBBED IN:	HOURS:

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

**WEEK 3 (Nov 30 – Dec 6)**

DATE:	POSITION SUBBED IN:	HOURS:

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

**WEEK 4 (Dec 7 - 13)**

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: \_\_\_\_\_