

MULTI-CLASS EMPLOYEE TIME SHEET
SASKATCHEWAN RIVERS SCHOOL DIVISION

NAME OF EMPLOYEE: _____ 4-WEEK PERIOD: Dec 15 – Jan 11 YEAR: 2025

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 15 - 21)

DATE:	POSITION SUBBED IN:	HOURS:

TOTAL HOURS: _____

WEEK 2 (Dec 22 - 28)

DATE:	POSITION SUBBED IN:	HOURS:

TOTAL HOURS: _____

WEEK 3 (Dec 29 – Jan 4)

DATE:	POSITION SUBBED IN:	HOURS:

TOTAL HOURS: _____

WEEK 4 (Jan 5 - 11)

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: _____