

MULTI-CLASS EMPLOYEE TIME SHEET
SASKATCHEWAN RIVERS SCHOOL DIVISION

NAME OF EMPLOYEE: _____ 4-WEEK PERIOD: Nov 17 – Dec 14 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 (Nov 17 - 23)

| DATE: | POSITION SUBBED IN: | HOURS: |
|-------|---------------------|--------|
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TOTAL HOURS: _____

WEEK 2 (Nov 24 - 30)

| DATE: | POSITION SUBBED IN: | HOURS: |
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TOTAL HOURS: _____

WEEK 3 (Dec 1 - 7)

| DATE: | POSITION SUBBED IN: | HOURS: |
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TOTAL HOURS: _____

WEEK 4 (Dec 8 - 14)

| DATE: | POSITION SUBBED IN: | HOURS: |
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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: _____