MULTI-CLASS EMPLOYEE TIME SHEET
SASKATCHEWAN RIVERS SCHOOL DIVISION

NAME OF EMPLOYEE:_____ 4-WEEK PERIOD: <u>July 1 - 28</u> YEAR: <u>2024</u>

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 (July 1 - 7)

DATE:	POSITION SUBBED IN:	HOURS:

TOTAL HOURS: _____

WEEK 2 (July 8 - 14)

DATE:	POSITION SUBBED IN:	HOURS:

TOTAL HOURS: _____

WEEK 3 (July 15 - 21)

DATE:	POSITION SUBBED IN:	HOURS:

TOTAL HOURS: _____

WEEK 4 (July 22 - 28)

DATE:	POSITION SUBBED IN:	HOURS:

TOTAL HOURS: _____

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

EMPLOYEE SIGNATURE: _____   SUPERVISOR SIGNATURE: _____