

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

NAME OF EMPLOYEE: \_\_\_\_\_ 4-WEEK PERIOD: Dec 18 – Jan 14 YEAR: 2023

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 18 - 24)**

DATE:	POSITION SUBBED IN:	HOURS:

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

**WEEK 2 (Dec 25 – 31)**

DATE:	POSITION SUBBED IN:	HOURS:

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

**WEEK 3 (Jan 1 - 7)**

DATE:	POSITION SUBBED IN:	HOURS:

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

**WEEK 4 (Jan 8 - 14)**

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: \_\_\_\_\_