

MULTI-CLASS EMPLOYEE TIME SHEET
SASKATCHEWAN RIVERS SCHOOL DIVISION

NAME OF EMPLOYEE: _____ 4-WEEK PERIOD: March 11 – April 7 YEAR: 2024

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 (March 11 - 17)

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

TOTAL HOURS: _____

WEEK 2 (March 18 - 24)

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

TOTAL HOURS: _____

WEEK 3 (March 25 - 31)

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

TOTAL HOURS: _____

WEEK 4 (April 1 - 7)

| 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: _____