

MULTI-CLASS EMPLOYEE TIME SHEET
SASKATCHEWAN RIVERS SCHOOL DIVISION

NAME OF EMPLOYEE: _____ 4-WEEK PERIOD: Feb 9 – March 8 YEAR: 2026

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 (Feb 9 - 15)

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

WEEK 2 (Feb 16 - 22)

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

WEEK 3 (Feb 23 – March 1)

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

WEEK 4 (March 2 - 8)

| 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: _____