

MULTI-CLASS EMPLOYEE TIME SHEET
SASKATCHEWAN RIVERS SCHOOL DIVISION

NAME OF EMPLOYEE: _____

4-WEEK PERIOD: Jan 12 – Feb 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 (Jan 12 - 18)

DATE:	POSITION SUBBED IN:	HOURS:

TOTAL HOURS: _____

WEEK 2 (Jan 19 - 25)

DATE:	POSITION SUBBED IN:	HOURS:

TOTAL HOURS: _____

WEEK 3 (Jan 26 – Feb 1)

DATE:	POSITION SUBBED IN:	HOURS:

TOTAL HOURS: _____

WEEK 4 (Feb 2 - 8)

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: _____