

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

NAME OF EMPLOYEE: \_\_\_\_\_ 4-WEEK PERIOD: May 4 - 31 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 (May 4 - 10)**

DATE:	POSITION SUBBED IN:	HOURS:

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

**WEEK 2 (May 11 - 17)**

DATE:	POSITION SUBBED IN:	HOURS:

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

**WEEK 3 (May 18 - 24)**

DATE:	POSITION SUBBED IN:	HOURS:

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

**WEEK 4 (May 25 - 31)**

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: \_\_\_\_\_