

## **Time Sheet - Maintenance**

Employee Name:

					Column A	Column B	Column C	Column D
Date	Location	# Hours Worked	Req#	Lunch	Regular Scheduled Hours	Hours Worked	Paid Time Off *	O/T Accrued /Used Prof. Dev.**
				Totals				

## Total of Columns A & D = Total of Columns B & C

Month/Year: \_\_\_\_\_

## Notes:

- 1) Column C: Paid time off is vacation & sick/personal days.
- 2) Column D: Transfer totals of Column D (O/T) to the year-to-date register on the back of this page.
- 3) A minimum of ½ hour lunch <u>must</u> be taken and recorded for every shift of 5 hours or more.
   4) All overtime must be initialled by supervisor.

Timesheet - Maintenance

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Pay Period Ending _											
Locations - Total H	ours worked:										
	Location		Total # Hours Worked								
Year-to-Date Register:											
Туре	Year-to-Date Entitlement	Time Accrued		Time Used	Balance						
Sick/Personal days		n/a									
Approved Overtime											
Vacation day	ation day										
On Call											
Other											
1) Paid Time Off a. If you use more paid time off than accrued, including sick/personal days and holidays, and you go on a leave of absence or leave the organization, the amount owed will be deducted from your final pay. Example: You used 3 sick/personal days in January and I day of sick/personal time in February. You go on leave March 1st. You have used 4 sick/personal days when only 2 days have been accrued; therefore, you will owe bac 2 days pay at your current salary.											
Employee Signature:			Date:								
Supervisor Signature	:		Date:								