Time Sheet - Maintenance

Employee Name: $\qquad$ Month/Year:

|  |  |  |  |  | Column A | Column B | Column C | Column D |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Date | Location | \# Hours <br> Worked | Req \# | Lunch | Regular Scheduled Hours | Hours Worked | Paid Time Off * | O/T Accrued IUsed Prof. Dev.** |
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|  |  |  |  | Totals |  |  |  |  |

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

## 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 $1 / 2$ hour lunch must be taken and recorded for every shift of 5 hours or more.
4) All overtime must be initialled by supervisor.

Pay Period Ending $\qquad$
Locations - Total Hours worked:

| Location | Total \# Hours Worked |
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## Year-to-Date Register:

| Type | Year-to-Date Entitlement | Time Accrued | Time Used | Balance |
| :--- | :---: | :---: | :---: | :---: |
| Sick/Personal days |  | $\mathrm{n} / \mathrm{a}$ |  |  |
| Approved Overtime |  |  |  |  |
| Vacation day |  | $\mathrm{n} / \mathrm{a}$ |  |  |
| 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 back 2 days pay at your current salary.

Employee Signature: $\qquad$ Date: $\qquad$
Supervisor Signature: $\qquad$ Date: $\qquad$

