RENFREW COUNTY DISTRICT SCHOOL BOARD CUSTODIAL EMPLOYEE TIME SHEET

NAME	LOCATION	EMPLOYEE #	EMPLOYEE TYPE	PERIOD ENDING

DATES	HOURS WORKED - REGULAR RATE												HOURS WORKED OVERTIME RATE							LEAVE HOURS WITH PAY									LEAVE WITHOUT PAY
	DAY SHIFT				SPLIT SHIFT				AFTERNOON																	COMPLETE APPLICATION FOR LEAVE FORM				
	NORMAL		RESP.		NORMAL		RESP.		NORMAL		RESP.			CALL BACK															
	SCHED.	EXTRA	SCHED.	EXTRA	SCHED.	EXTRA	SCHED.	EXTRA	SCHED.	EXTRA	SCHED.	EXTRA	REG.	WITH NOTICE	WITHOUT NOTICE	TO BANK ✓	MEAL ALLOW.	AUTH.	REASON CODE	BANKED OVERTIME HOURS	VACATION	STAT. HOLIDAY	WSIB	SICK LEAVE	SPECIAL LEAVE *	OTHER LEAVE *	UNION BUSINESS *	REPLACED FOR UNION ✓	LEAVE FORM REQUIRED *
TOTAL HOURS																														

* **NOTE:** PLEASE COMPLETE LEAVE FORM FOR SPECIAL LEAVE, OTHER LEAVE, UNION BUSINESS, OR LEAVE WITHOUT PAY.

SIGNATURE OF EMPLOYEE

CERTIFIED BY