

NORTHWEST SCHOOL DIVISION NO. 203

CARETAKER TIME SHEET

Employee's Name: _____

Month: _____

DAY	HOURS	DAY	HOURS
1		17	
2		18	
3		19	
4		20	
5		21	
6		22	
7		23	
8		24	
9		25	
10		26	
11		27	
12		28	
13		29	
14		30	
15		31	
16			
		Total For Month	

- Basic Rules: (1) Employees are not permitted to work on public holidays except for emergencies.
- (2) For approved hours of work, please refer to your contract.
- (3) Any additional hours, if required, must receive prior approval from the Supervisor of Facilities

Employee's Signature: _____

Principal's Signature: _____

School: _____

(SUBMIT TO TURTLEFORD OFFICE AT THE END OF EACH MONTH)