



# Rainy River District School Board

## Custodian or Maintenance Time Sheet (Permanent or Casual)

<b>Name:</b>		<b>School:</b>	
<b>Position:</b>		<b>Month/Year:</b>	
<b>Supervisor:</b>			

HOURS OF WORK	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL *
DAY SHIFT																																
EVENING SHIFT																																
OVERTIME																																
STAT HOLIDAYS																																
HEAD CARETAKER / MAINTENANCE.																																

PLEASE RECORD THE DAYS USED FOR THE FOLLOWING:

VACATION																																
FLOATER																																
LIEU TIME																																
SICK DAYS																																
COMPASSIONATE																																
BEREAVEMENT																																
OTHER (Please specify)																																

NOTE: TIME SHEETS MUST BE SUBMITTED TO THE EDUCATION CENTRE BEFORE 12 NOON THE LAST DAY OF EACH MONTH  
 \*TOTAL: EMPLOYEES REQUIRED TO TOTAL HOURS WORKED

**RESERVED FOR PAYROLL OFFICE USE**