

**FOUNDATION FOR EARLY CHILDHOOD EDUCATION, INC.  
FULL YEAR TIMESHEET**

EMPLOYEE'S NAME: \_\_\_\_\_

FILE# : \_\_\_\_\_

JOB DESCRIPTION: \_\_\_\_\_

CLASS: \_\_\_\_\_

SITE: \_\_\_\_\_

FROM: **01/01/12** TO: \_\_\_\_\_

**ALL TIME SHEETS MUST BE TURNED IN BY 12PM THE NEXT WORKING DAY AFTER EACH PAY PERIOD**

DATE	IN	OUT	IN	OUT	TOTAL WORKING HRS	PER USED	SICK USED	VAC. USED	UNION HRS	EDUC. RELEASE HOURS	LEAVE W/O PAY
01/01/12	S	U	N	D	A	Y					
01/02/12	<b>ALL AGENCY HOLIDAY</b>										
01/03/12											
01/04/12											
01/05/12											
01/06/12											
01/07/12	S	A	T	U	R	D	A	Y			
01/08/12	S	U	N	D	A	Y					
01/09/12											
01/10/12											
01/11/12											
01/12/12											
01/13/12											
01/14/12	S	A	T	U	R	D	A	Y			
01/15/12	S	U	N	D	A	Y					
<b>TOTAL HOURS</b>											<b>=72</b>

EMPLOYEE'S SIGNATURE: \_\_\_\_\_

SUPERVISOR'S SIGNATURE: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

