

**FOUNDATION FOR EARLY CHILDHOOD EDUCATION, INC.
PART DAY TIMESHEET**

EMPLOYEE'S NAME: _____ FILE#: _____

JOB DESCRIPTION: _____

CLASS: _____ SITE: _____ FROM: 02/01/12 TO: 02/15/12

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
02/01/12											
02/02/12											
02/03/12											
02/04/12	S A T U R D A Y										
02/05/12	S U N D A Y										
02/06/12											
02/07/12											
02/08/12											
02/09/12											
02/10/12											
02/11/12	S A T U R D A Y										
02/12/12	S U N D A Y										
02/13/12	LINCOLN'S BIRTHDAY - PART YEAR HOLIDAY										
02/14/12											
02/15/12											
TOTAL HOURS											=80

EMPLOYEE'S SIGNATURE: _____

SUPERVISOR'S SIGNATURE: _____

COMMENTS: _____

