**FOUNDATION FOR EARLY CHILDHOOD EDUCATION, INC.**
**SUBSTITUTE TIME SHEET**

EMPLOYEE'S NAME: _____ FILE# : _____

JOB DESCRIPTION: _____ DATE: _____

CLASS: _____ SITE: _____ FROM: **02/16/12** TO: **02/29/12**

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

| DATE | IN | OUT | IN | OUT | TOTAL HRS | SITE | INITIAL |
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| **TOTAL HOURS** | | | | | | | |

***PRESIDENT'S DAY 2012***
***February 20, 2012***

EMPLOYEE'S SIGNATURE: _____

SUPERVISOR'S SIGNATURE: _____

COMMENTS: _____