

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

EMPLOYEE'S NAME: \_\_\_\_\_ FILE#: \_\_\_\_\_

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

CLASS: \_\_\_\_\_ SITE: \_\_\_\_\_ FROM: 11/01/11 TO: 11/15/11

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

DATE	IN	OUT	IN	OUT	TOTAL WORKIN G	PER USED	SICK USED	VAC. USE D	UNION HRS	EDUC. RELEASE HOURS	LEAVE W/O PAY
11/01/11											
11/02/11											
11/03/11											
11/04/11											
11/05/11	S A T U R D A Y										
11/06/11	S U N D A Y										
11/07/11											
11/08/11											
11/09/11											
11/10/11											
11/11/11	VETERAN'S DAY - ALL AGENCY HOLIDAY										
11/12/11	S A T U R D A Y										
11/13/11	S U N D A Y										
11/14/11											
11/15/11											
<b>TOTAL HOURS</b>											<b>=80</b>

VETERAN'S DAY NOVEMBER 11TH

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

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

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

