

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

EMPLOYEE'S NAME: _____ FILE#: _____

JOB DESCRIPTION: _____ DATE: _____

CLASS: _____ SITE: _____ FROM: 12/16/11 TO: 12/31/11

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

DATE	IN	OUT	IN	OUT	TOTAL WORKING	PER USED	SICK USED	VAC. USE D	UNION HRS	EDUC. RELEASE HOURS	LEAVE W/O PAY
12/16/11											
12/17/11	S A T U R D A Y										
12/18/11	S U N D A Y										
12/19/11											
12/20/11											
12/21/11	W I N T E R B R E A K										
12/22/11											
12/23/11											
12/24/11	S A T U R D A Y										
12/25/11	S U N D A Y										
12/26/11											
12/27/11											
12/28/11	W I N T E R B R E A K										
12/29/11											
12/30/11											
12/31/11	S A T U R D A Y										
TOTAL HOURS											=80

EMPLOYEE'S SIGNATURE: _____

SUPERVISOR'S SIGNATURE: _____

COMMENTS: _____

PART DAY STAFF MUST USE VACATION TIME FOR THE WINTER BREAK.

Happy Holidays!

