



## CASUAL Call-Out TIMESHEET

Month and Day	Time IN	Time Out	Total Hours	School Initials	Staff member being replaced and position	Supervisor's Initials
<b>Total hours worked this pay period</b>						

Please remember to enter the name of the person you are replacing. Timesheets must be in to the School Board Office by **NOON** Monday (unless otherwise noted) for payment Friday (see schedule on reverse).  
 Casual staff will not be paid more than the person they are replacing so your pay may differ from your timesheet.

Please circle the days above that you drove to Boston Bar

\_\_\_\_\_ Signature

**For office use:**

Pay Code	Hours	Rate of Pay	Distribution
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>30</b> Travel	_____	\$ 71.28 (132 km round trip to Boston Bar only)	_____
_____	Union dues (based on \$1.00 per day)		Pay Period _____

2017 - 2018 Payroll Schedule  
Casual

Pay Period	Beginning Sunday	to	Ending Saturday	Comments	Timesheet Due	Pay Day
201728	27-Aug-17		09-Sep-17	September 5: School back in session	11-Sep-17	15-Sep-17
201729	10-Sep-17		23-Sep-17		25-Sep-17	29-Sep-17
201731	24-Sep-17		07-Oct-17	October 6: Non-Instructional Day #1	05-Oct-17	13-Oct-17
201732	08-Oct-17		21-Oct-17	October 9: Thanksgiving October 20: Non-Instructional Day #2	23-Oct-17	27-Oct-17
201734	22-Oct-17		04-Nov-17		06-Nov-17	10-Nov-17
201735	05-Nov-17		18-Nov-17	November 11: Remembrance Day	17-Nov-17	24-Nov-17
201737	19-Nov-17		02-Dec-17	November 20: Non-Instructional Day #3	04-Dec-17	08-Dec-17
201738	03-Dec-17		16-Dec-17		18-Dec-17	22-Dec-17
201801	17-Dec-17		30-Dec-17	December 22: Last day before Winter Break. Timesheets due. Winter Break: Dec. 25 - Jan. 5	22-Dec-17 or 29-Dec-17	05-Jan-18
201803	31-Dec-17		13-Jan-18	January 8: Schools re-open	15-Jan-18	19-Jan-18
201804	14-Jan-18		27-Jan-18	January 19: Non-Instructional Day #4	29-Jan-18	02-Feb-18
201806	28-Jan-18		10-Feb-18		09-Feb-18	16-Feb-18
201807	11-Feb-18		24-Feb-18	February 12: Family Day February 23: Non-Instructional Day #5	26-Feb-18	02-Mar-18
201809	25-Feb-18		10-Mar-18		12-Mar-18	16-Mar-18
201810	11-Mar-18		24-Mar-18	March 16: Last day before Spring Break Spring Break: March 19 - April 3	16-Mar-18 or 23-Mar-18	29-Mar-18
201812	25-Mar-18		07-Apr-18	March 30: Good Friday April 2: Easter Monday April 4: Schools re-open	09-Apr-18	13-Apr-18
201813	08-Apr-18		21-Apr-18		20-Apr-18	27-Apr-18
201815	22-Apr-18		05-May-18	April 23: Non-Instructional Day #6	07-May-18	11-May-18
201816	06-May-18		19-May-18	May 18: Non-Instructional Day #7	17-May-18	25-May-18
201818	20-May-18		02-Jun-18	May 21: Victoria Day	04-Jun-18	08-Jun-18
201819	03-Jun-18		16-Jun-18		18-Jun-18	22-Jun-18
201821	17-Jun-18		30-Jun-18	June 28: Last day of School June 29: Non-Instructional Day Schools close	28-Jun-18	06-Jul-18
201822	01-Jul-18		14-Jul-18	July 1: Canada Day	16-Jul-18	20-Jul-18
201823	15-Jul-18		28-Jul-18		30-Jul-18	03-Aug-18
201825	29-Jul-18		11-Aug-18	August 5: BC Day	13-Aug-18	17-Aug-18
201826	12-Aug-18		25-Aug-18		27-Aug-18	31-Aug-18

Note: This payroll is shared with another therefore the pay period numbers are not in a continuous sequential order.