



## CASUAL Call-Out TIMESHEET

**Surname** **Given** **Pay Period**  
(see schedule)

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	_____	\$77.88 (132 km round trip to Boston Bar only)	\$0.59 eff. Jan. 1, 2020
_____	_____	Union dues (based on \$1.00 per day)	Pay Period _____



# Payroll Schedule

# 2019 - 2020

# Casual

Pay Period	Dates			Timesheet due	Bank Deposit	Notes
201928	Aug-25-2019	-	Sep-07-2019	Sep-09	Sep-13	
201929	Sep-08-2019	-	Sep-21-2019	Sep-23	Sep-27	
201931	Sep-22-2019	-	Oct-05-2019	Oct-07	Oct-11	
201932	Oct-06-2019	-	Oct-19-2019	Oct-21	Oct-25	Thanksgiving Oct 14th
201934	Oct-20-2019	-	Nov-02-2019	NID - Oct 25 Nov-04	Nov-08	
201935	Nov-03-2019	-	Nov-16-2019	Nov-15	Nov-22	Non-instr. day on Monday so timesheets Due on the Friday prior
201937	Nov-17-2019	-	Nov-30-2019	NID -Nov 18 Dec-02	Dec-06	
201938	Dec-01-2019	-	Dec-14-2019	Dec-16	Dec-20	
202001	Dec-15-2019	-	Dec-28-2019 *1	Dec-20	Jan-03	Timesheets due last day of school before winter break
202003	Dec-29-2019	-	Jan-11-2020	Jan-13	Jan-17	School reopens Jan 6
202004	Jan-12-2020	-	Jan-25-2020	NID - Jan 17 Jan-27	Jan-31	
202006	Jan-26-2020	-	Feb-08-2020	Feb-10	Feb-14	
202007	Feb-09-2020	-	Feb-22-2020	Feb-24	Feb-28	Family Day Stat - Feb 17th
202009	Feb-23-2020	-	Mar-07-2020	NID - Feb 28 Mar-09	Mar-13	
202010	Mar-08-2020	-	Mar-21-2020 *2	Mar 13	Mar-27	Spring Break Starts Mar 16 - timesheets Due Mar 13
202012	Mar-22-2020	-	Apr-04-2020	Apr-06	Apr-09	School reopens March 30th
202013	Apr-05-2020	-	Apr-18-2020	Apr-20	Apr-24	Good Friday - April 10th Easter Monday - April 13th
202015	Apr-19-2020	-	May-02-2020	NID - Apr 20 May-04	May-08	
202016	May-03-2020	-	May-16-2020	NID - May 15 May-14	May-22	NID so timesheets Due on May 14th
202018	May-17-2020	-	May-30-2020	Jun-01	Jun-05	Victoria Day May 18th
202019	May-31-2020	-	Jun-13-2020	Jun-15	Jun-19	
202020	Jun-14-2020	-	Jun-27-2020	NID - June 26 Jun-25	Jul-03	Last Day of School - June 26 Timesheets due June 25th
202022	Jun-28-2020	-	Jul-11-2020	Jul-13	Jul-17	Canada Day July 1

- \*1 Winter Break - 2 weeks (Dec. 23 - Jan. 3) - may request ROE
- \*2 Spring Break - 2 weeks (Mar. 16 - Mar. 27) - may request ROE

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