**PURCHASE DISTRICT HEALTH DEPARTMENT\*\*Use a BLACK Ink Pen. No Gel Ink Pens. Please Do Not Write Over Entries\*\***

 **EMPLOYEE TIME SHEET**

 Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pay Period Ending:\_\_\_ Employee Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Supervisor Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Approved/Altered Schedule** (If your actual schedule differs from your approved schedule, attach a Schedule Change/Leave Slip.)

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| Sat | Sun | Mon | Tues | Wed | Thur | Fri |  | Sat | Sun | Mon | Tues | Wed | Thur | Fri |  |
|   |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Approved |
|   |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Altered |

For District Office Use Only:

Total Paid HrsT \_\_\_\_\_\_\_

 **Leave Hours** Leave Codes: S – Sick Leave, C – Compensatory Leave, H – Holiday, V – Annual Leave, J – Jury Duty, A – Military Leave, L – All Other Paid Leave

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| Sat | Sun | Mon | Tues | Wed | Thur | Fri |  | Sat | Sun | Mon | Tues | Wed | Thur | Fri |  | Proj | Func | Reg | OT |  |  |  T |
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 **Worked Hours:**

 **Total Actual Hours Worked** (Do not include Leave Hours)

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| Week 1:Total Hours Worked =  |  | Week 2:Total Hours Worked = \_\_\_\_\_\_ |

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 Reg OT Leave Leave T

**SCHEDULE CHANGE AND LEAVE SLIP**

EMPLOYEE NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PAYPERIOD ENDING:\_\_\_ EMPLOYEE SIGNATURE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Leave Hours** Leave Codes: S – Sick Leave, C – Compensatory Leave, H – Holiday, V – Annual Leave, J – Jury Duty, A – Military Leave, L – All Other Paid Leave

**Note: Each row should represent one day You can use more than one leave code per row.**

 **Begin Time End Time Plus/Minus Leave Hours**

**Date of leave of leave Explanation Hours Only Only Approval**

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|  |  |  **Week One** | **Subtract plus/negative hours balance from leave hours. Negative balance hours requires leave to be used.** |  |  |  |
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|  |  | **Week Two** | **Subtract plus hours balance from leave hours. Negative balance hours requires leave to be used.** |  |  |  |

**Note: The Plus/Minus hours column should reflect increased or decreased hours from the approved schedule on page one.**