

Bi-Weekly Time Record Food Service

SUBSTITUTE

Pay Period Date: _____
 School: _____
 Employee: _____
 Manager: _____

Day	Date	In Time	Out Time	Lunch Time	In Time	Out Time	Regular Hours	Sick Hours	Personal Hours
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Total Hours									

Day	Date	In Time	Out Time	Lunch Time	In Time	Out Time	Regular Hours	Sick Hours	Personal Hours
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Total Hours									

All staff are entitled to a 15 minute break after 4 hours of worked time, no reduction in pay will be made for break time.

All staff are entitled to a reasonable time period for lunch, normally 30 minutes after 5 hours of worked time, but time will be considered non-paid time. Staff will need to show their In and Out Time during the day on their time record, and also record the total lunch time taken.

Staff must complete their Time Record Daily

Principal / Manager Approval

Date

Employee Signature

Date