

Jordan School District  
**Personnel Calendar of Attendance  
 and Weekly Time Sheet 2008-09**

Name \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 Beginning Hire Date \_\_\_\_\_ Work Location \_\_\_\_\_

**JULY**

Monday	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Total Hours July 2008						

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**AUGUST**

Monday				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Total Hours August 2008						

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**SEPTEMBER**

	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Total Hours September 2008						

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**OCTOBER**

Monday		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Total Hours October 2008						

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**NOVEMBER**

Monday					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Total Hours November 2008						

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**DECEMBER**

Monday	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
Total Hours December 2008						

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
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- \* Total Hours
- \*\* Employee Initials
- \*\*\* Supervisor Initials
- \*\*\*\* Overtime Hours Authorized
- \*\*\*\*\* Compensatory Time taken at time and one-half

- 1 Unless additional time is approved in advance by the immediate supervisor, all employees will leave work when their regular allotted hours have been reached.
- 2 Prior approved overtime hours (over 40 hrs) shall be paid at the rate of time and one-half or compensatory time taken at the rate of time and one-half during the same pay periods.
- 3 Lunch time and daily breaks may not be saved to accumulate time off at a later date.
- 4 Each individual must complete his/her own weekly time sheet. Misrepresentation of hours worked may result in termination of employment.

 All Contracts days off       206 & 242 Contract days off       206 Contract days off

Supervisor's Signature \_\_\_\_\_ Employee's initials \_\_\_\_\_







All Contracts days off



206 & 242 Contract days off



206 Contract days off