

RED BLUFF JOINT UNION HIGH SCHOOL DISTRICT

CLASSIFIED TIME SHEET

NAME:	Position:			
MONTH:	Regular assigned daily hours:			
SCHOOL YEAR: 2019-20	In	Out	In	Out

Use the following codes to report exceptions: R - Recess (non-work, non-paid)

S - Sick Leave V - Vacation LV - Longevity Vacation L - Leave Without Pay

P - Personal Necessity J - Jury Duty CU - Comp Time Used CT - Comp Time Earned

PP - Paid Personal Leave I - Industrial Leave O - Other (Explain) CB - Call Back Time

Date	Regular Hours Worked	Leave	Extra Time Hours	Over Time Hours	Office Use E/T Hrs. O/T Hrs.	Comments
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						

I certify that this record includes only approved hours and is a complete and proper basis for payment.

Employee: _____
Date

Supervisor: _____
Date