

REGULAR PART-TIME WORK SCHEDULE

BCGEU Support Staff

NAME(S): <i>please print</i>	SIGNATURE(S):
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Weeks 1 & 2 of cycle must correspond with the bi-weekly pay periods.	
WEEK 1	Hours Worked
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

EFFECTIVE DATE:

WEEK 2	Hours Worked
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
TOTAL HOURS in 2 weeks	<div style="border-top: 1px solid black; width: 50px; margin: 0 auto;"></div> 70 (maximum)

Administrator: _____

_____ Date

Note: Once authorized, the employee must maintain the above schedule until a new schedule has been approved. The schedule assists the supervisor in determining the number of hours the employee is entitled to for sick leave and other special leaves, etc. It also assists Payroll in calculating the statutory holiday pay. Send the completed and authorized form to Payroll.