Huntsville School District
Employee's Time Record
Reference Act 1104 of 2015

Name: _____

Start Time _____
End Time _____
Indicate on date if different hours are worked
Includes 30 minute duty-free lunch

Month: July 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	**4 INDEPENDENCE DAY**	5	6	7	8	9
10	11	12	13	14	15 CUT OFF	

Number of Contract Days (number of days worked + number of days for which an absentee was turned in) Total = _____ days

I certify the foregoing to be a correct account of the time worked.

_____   _____   _____
Employee Signature   Supervisor Signature   Verified by

Huntsville School District
Employee's Time Record
Reference Act 1104 of 2015

Name: _____

Start Time _____
End Time _____
Indicate on date if different hours are worked
Includes 30 minute duty-free lunch

Month: July/August 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						16
17	18	19	20	21	22	23
24	25	26	27	28	29 PAYDAY	30
31	AUG 1	2	3	4	5	6
7	8	9	10	11	12 CUT OFF	

Number of Contract Days (number of days worked + number of days for which an absentee was turned in) Total = _____ days

I certify the foregoing to be a correct account of the time worked.

_____   _____   _____

Employee Signature   Supervisor Signature   Verified by

Huntsville School District
Employee's Time Record
Reference Act 1104 of 2015

Name: _____

Start Time _____
End Time _____
Indicate on date if different hours are worked
Includes 30 minute duty-free lunch

Month: August/September 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						13
14	15 SCHOOL STARTS	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31 PAYDAY	SEPT 1	2	3
4	5 LABOR DAY	6	7	8	9 CUT OFF	

Number of Contract Days (number of days worked + number of days for which an absentee was turned in) Total = _____ days

I certify the foregoing to be a correct account of the time worked.

_____   _____   _____
Employee Signature   Supervisor Signature   Verified by

Huntsville School District
Employee's Time Record
Reference Act 1104 of 2015

Name: _____

Start Time _____
End Time _____
Indicate on date if different hours are worked
Includes 30 minute duty-free lunch

Month: September/October 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30 PAYDAY	OCT 1
2	3	4	5	6	7	8
9	**10** **COLUMBUS DAY**	11	12	13	14 CUT OFF	

Number of Contract Days (number of days worked + number of days for which an absentee was turned in) Total = _____ days

I certify the foregoing to be a correct account of the time worked.

_____   _____   _____
Employee Signature   Supervisor Signature   Verified by

Huntsville School District
Employee's Time Record
Reference Act 1104 of 2015

Name: _____

Start Time _____
End Time _____
Indicate on date if different hours are worked
Includes 30 minute duty-free lunch

Month: October/November 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31 PAYDAY	NOV 1	2	3	4	5
6	7	8	9	10	11 CUT OFF	

Number of Contract Days (number of days worked + number of days for which an absentee was turned in) Total = _____ days

I certify the foregoing to be a correct account of the time worked.

_____   _____   _____
Employee Signature   Supervisor Signature   Verified by

Huntsville School District
Employee's Time Record
Reference Act 1104 of 2015

Name: _____

Start Time _____
End Time _____
Indicate on date if different hours are worked
Includes 30 minute duty-free lunch

Month: November/December   2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						12
13	14	15	16	17	18	19
20	**21 THANKSGIVING**	**22 THANKSGIVING**	**23 THANKSGIVING**	**24 THANKSGIVING**	**25 THANKSGIVING**	26
27	28	29	30 PAYDAY	DEC 1	2	3
4	5	6	7	8	9 CUT OFF	

Number of Contract Days (number of days worked + number of days for which an absentee was turned in) Total = _____ days

I certify the foregoing to be a correct account of the time worked.

_____   _____   _____
Employee Signature   Supervisor Signature   Verified by

Huntsville School District
Employee's Time Record
Reference Act 1104 of 2015

Name: _____

Start Time _____
End Time _____
Indicate on date if different hours are worked
Includes 30 minute duty-free lunch

Month: December 2016/January 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						10
11	12	13	14	15	16 PAYDAY	17
18	19 CHRISTMAS BREAK	20 CHRISTMAS BREAK	21 CHRISTMAS BREAK	22 CHRISTMAS BREAK	23 CHRISTMAS BREAK	24
25	26 CHRISTMAS BREAK	27 CHRISTMAS BREAK	28 CHRISTMAS BREAK	29 CHRISTMAS BREAK	30 CHRISTMAS BREAK	31
JAN 1	2	3 STUDENTS RETURN	4	5	6	7
8	9	10	11	12	13 CUT OFF	

Number of Contract Days (number of days worked + number of days for which an absentee was turned in) Total = _____ days

I certify the foregoing to be a correct account of the time worked.

_____   _____   _____
Employee Signature   Supervisor Signature   Verified by

Huntsville School District
Employee's Time Record
Reference Act 1104 of 2015

Name: _____

Start Time _____
End Time _____
Indicate on date if different hours are worked
Includes 30 minute duty-free lunch

Month: January/February 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						14
15	**16 MLK JR DAY**	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31 PAYDAY	MAR 1	2	3	4
5	6	7	8	9	10 CUT OFF	

Number of Contract Days (number of days worked + number of days for which an absentee was turned in) Total = _____ days

I certify the foregoing to be a correct account of the time worked.

_____   _____   _____
Employee Signature   Supervisor Signature   Verified by

Huntsville School District
Employee's Time Record
Reference Act 1104 of 2015

Name: _____

Month: February/March 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						11
12	13	14	15	16	17	18
19	20 **PRESIDENTS' DAY**	21	22	23	24	25
26	27	28 PAYDAY	MAR 1	2	3	4
5	6	7	8	9	10 CUT OFF	

Number of Contract Days (number of days worked + number of days for which an absentee was turned in) Total = _____ days

I certify the foregoing to be a correct account of the time worked.

_____   _____   _____
Employee Signature   Supervisor Signature   Verified by

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Employee's Time Record
Reference Act 1104 of 2015

Name: _____

Start Time _____
End Time _____
Indicate on date if different hours are worked
Includes 30 minute duty-free lunch

Month: March/April 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						11
12	13	14	15	16	17	18
19	**20** **SPRING BREAK**	**21** **SPRING BREAK**	**22** **SPRING BREAK**	**23** **SPRING BREAK**	**24** **SPRING BREAK**	25
26	27	28	29	30	31 PAYDAY	APR 1
2	3	4	5	6	7	8
9	10	11	12	13 CUT OFF	**14** **GOOD FRIDAY**	

Number of Contract Days (number of days worked + number of days for which an absentee was turned in) Total = _____ days

I certify the foregoing to be a correct account of the time worked.

_____   _____   _____
Employee Signature   Supervisor Signature   Verified by

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Employee's Time Record
Reference Act 1104 of 2015

Name: _____

Start Time _____
End Time _____
Indicate on date if different hours are worked
Includes 30 minute duty-free lunch

Month: April/May 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						15
16	17	18	19	20	21	22
23	24	25	26	27	28 PAYDAY	29
30	MAY 1	2	3	4	5	6
7	8	9	10	11	12 CUT OFF	

Number of Contract Days (number of days worked + number of days for which an absentee was turned in) Total = _____ days

I certify the foregoing to be a correct account of the time worked.

_____   _____   _____

Employee Signature   Supervisor Signature   Verified by

Huntsville School District
Employee's Time Record
Reference Act 1104 of 2015

Name: _____

Start Time _____
End Time _____
Indicate on date if different hours are worked
Includes 30 minute duty-free lunch

Month: May/June 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29 **MEMORIAL DAY**	30	31 PAYDAY	JUN 1	2	3
4	5	6	7	8	9 CUT OFF	

Number of Contract Days (number of days worked + number of days for which an absentee was turned in) Total = _____ days

I certify the foregoing to be a correct account of the time worked.

_____   _____   _____
Employee Signature   Supervisor Signature   Verified by

Huntsville School District
Employee's Time Record
Reference Act 1104 of 2015

Name: _____

Start Time _____
End Time _____

Indicate on date if different hours are worked
Includes 30 minute duty-free lunch

Month: June 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29 PAYDAY	30	

Number of Contract Days (number of days worked + number of days for which an absentee was turned in) Total = _____ days

I certify the foregoing to be a correct account of the time worked.

_____   _____   _____
Employee Signature   Supervisor Signature   Verified by