

Jordan School District  
**Personnel Calendar of Attendance  
 and Weekly Time Sheet 2016-17**

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

**JULY**

|        |    |    |    |    |    |    |
|--------|----|----|----|----|----|----|
| Monday |    |    |    | 1  | 2  | 3  |
|        | 5  | 6  | 7  | 8  | 9  | 10 |
|        | 11 | 12 | 13 | 14 | 15 | 16 |
|        | 18 | 19 | 20 | 21 | 22 | 23 |
|        | 26 | 27 | 28 | 29 | 30 | 31 |

Total Hours July 2016 \_\_\_\_\_

|       |       |       |       |       |           |
|-------|-------|-------|-------|-------|-----------|
| *     | **    | ***   | ****  | ***** | Comments: |
| _____ | _____ | _____ | _____ | _____ | _____     |
| _____ | _____ | _____ | _____ | _____ | _____     |
| _____ | _____ | _____ | _____ | _____ | _____     |
| _____ | _____ | _____ | _____ | _____ | _____     |

**AUGUST**

|        |    |    |    |    |    |    |
|--------|----|----|----|----|----|----|
| Monday | 2  | 3  | 4  | 5  | 6  | 7  |
|        | 8  | 9  | 10 | 11 | 12 | 13 |
|        | 15 | 16 | 17 | 18 | 19 | 20 |
|        | 22 | 23 | 24 | 25 | 26 | 27 |
|        | 29 | 30 | 31 |    |    |    |

Total Hours August 2016 \_\_\_\_\_

|       |       |       |       |       |           |
|-------|-------|-------|-------|-------|-----------|
| *     | **    | ***   | ****  | ***** | Comments: |
| _____ | _____ | _____ | _____ | _____ | _____     |
| _____ | _____ | _____ | _____ | _____ | _____     |
| _____ | _____ | _____ | _____ | _____ | _____     |
| _____ | _____ | _____ | _____ | _____ | _____     |

**SEPTEMBER**

|        |    |    |    |    |    |    |
|--------|----|----|----|----|----|----|
| Monday |    |    | 1  | 2  | 3  | 4  |
|        | 6  | 7  | 8  | 9  | 10 | 11 |
|        | 12 | 13 | 14 | 15 | 16 | 17 |
|        | 19 | 20 | 21 | 22 | 23 | 24 |
|        | 26 | 27 | 28 | 29 | 30 |    |

Total Hours September 2016 \_\_\_\_\_

|       |       |       |       |       |           |
|-------|-------|-------|-------|-------|-----------|
| *     | **    | ***   | ****  | ***** | Comments: |
| _____ | _____ | _____ | _____ | _____ | _____     |
| _____ | _____ | _____ | _____ | _____ | _____     |
| _____ | _____ | _____ | _____ | _____ | _____     |
| _____ | _____ | _____ | _____ | _____ | _____     |

**OCTOBER**

|        |    |    |    |    |    |    |
|--------|----|----|----|----|----|----|
| Monday |    |    |    |    | 1  | 2  |
|        | 3  | 4  | 5  | 6  | 7  | 8  |
|        | 10 | 11 | 12 | 13 | 14 | 15 |
|        | 17 | 18 | 19 |    | 22 | 23 |
|        | 24 | 25 | 26 | 27 | 28 | 29 |
|        | 31 |    |    |    |    |    |

Total Hours October 2016 \_\_\_\_\_

|       |       |       |       |       |           |
|-------|-------|-------|-------|-------|-----------|
| *     | **    | ***   | ****  | ***** | Comments: |
| _____ | _____ | _____ | _____ | _____ | _____     |
| _____ | _____ | _____ | _____ | _____ | _____     |
| _____ | _____ | _____ | _____ | _____ | _____     |
| _____ | _____ | _____ | _____ | _____ | _____     |

**NOVEMBER**

|        |    |    |    |    |    |    |
|--------|----|----|----|----|----|----|
| Monday | 1  | 2  | 3  | 4  | 5  | 6  |
|        | 7  | 8  | 9  | 10 | 11 | 12 |
|        | 14 | 15 | 16 | 17 | 18 | 19 |
|        | 21 | 22 | 23 |    | 26 | 27 |
|        | 28 | 29 | 30 |    |    |    |

Total Hours November 2016 \_\_\_\_\_

|       |       |       |       |       |           |
|-------|-------|-------|-------|-------|-----------|
| *     | **    | ***   | ****  | ***** | Comments: |
| _____ | _____ | _____ | _____ | _____ | _____     |
| _____ | _____ | _____ | _____ | _____ | _____     |
| _____ | _____ | _____ | _____ | _____ | _____     |
| _____ | _____ | _____ | _____ | _____ | _____     |

**DECEMBER**




|        |    |    |    |    |    |    |
|--------|----|----|----|----|----|----|
| Monday |    |    | 1  | 2  | 3  | 4  |
|        | 5  | 6  | 7  | 8  | 9  | 10 |
|        | 12 | 13 | 14 | 15 | 16 | 17 |
|        | 19 | 20 | 21 | 22 | 23 | 24 |
|        | 27 | 28 | 29 |    | 31 |    |

Total Hours December 2016 \_\_\_\_\_

|       |       |       |       |       |           |
|-------|-------|-------|-------|-------|-----------|
| *     | **    | ***   | ****  | ***** | Comments: |
| _____ | _____ | _____ | _____ | _____ | _____     |
| _____ | _____ | _____ | _____ | _____ | _____     |
| _____ | _____ | _____ | _____ | _____ | _____     |
| _____ | _____ | _____ | _____ | _____ | _____     |

- \* 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 \_\_\_\_\_

Name \_\_\_\_\_

Work Location \_\_\_\_\_

**JANUARY**

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
|    | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
|    | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

Total Hours January 2017 \_\_\_\_\_

|       |       |       |       |       |
|-------|-------|-------|-------|-------|
| *     | **    | ***   | ****  | ***** |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

Comments

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FEBRUARY**

|        |    |    |    |    |    |    |
|--------|----|----|----|----|----|----|
| Monday |    | 1  | 2  | 3  | 4  | 5  |
| 6      | 7  | 8  | 9  | 10 | 11 | 12 |
| 13     | 14 | 15 | 16 | 17 | 18 | 19 |
|        | 21 | 22 | 23 | 24 | 25 | 26 |
| 27     | 28 |    |    |    |    |    |

Total Hours February 2017 \_\_\_\_\_

|       |       |       |       |       |
|-------|-------|-------|-------|-------|
| *     | **    | ***   | ****  | ***** |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

Comments

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**MARCH**

|        |    |    |    |    |    |    |
|--------|----|----|----|----|----|----|
| 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 March 2017 \_\_\_\_\_

|       |       |       |       |       |
|-------|-------|-------|-------|-------|
| *     | **    | ***   | ****  | ***** |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

Comments

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\_\_\_\_\_

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**APRIL**

|        |    |    |    |    |    |    |
|--------|----|----|----|----|----|----|
| Monday |    |    |    |    | 1  | 2  |
| 3      | 4  | 5  | 6  | 7  | 8  | 9  |
| 10     | 11 |    |    |    | 15 | 16 |
| 17     | 18 | 19 | 20 | 21 | 22 | 23 |
| 24     | 25 | 26 | 27 | 28 | 29 | 30 |

Total Hours April 2017 \_\_\_\_\_

|       |       |       |       |       |
|-------|-------|-------|-------|-------|
| *     | **    | ***   | ****  | ***** |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

Comments

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\_\_\_\_\_

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**MAY**

|        |    |    |    |    |    |    |
|--------|----|----|----|----|----|----|
| 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 | 29 |
|        | 30 | 31 |    |    |    |    |

Total Hours May 2017 \_\_\_\_\_

|       |       |       |       |       |
|-------|-------|-------|-------|-------|
| *     | **    | ***   | ****  | ***** |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

Comments

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\_\_\_\_\_

\_\_\_\_\_

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**JUNE**

|        |    |    |    |    |    |    |
|--------|----|----|----|----|----|----|
| 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 June 2017 \_\_\_\_\_

|       |       |       |       |       |
|-------|-------|-------|-------|-------|
| *     | **    | ***   | ****  | ***** |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

Comments

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sick Leave: Days allowed \_\_\_\_\_

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Family health

Vacation: Days allowed \_\_\_\_\_

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Personal Day:   
Days Allowed:

Alternative Day:

Bereavement: