

# CHILD & FAMILY DEVELOPMENT PROGRAMS

## TIME REPORT

| DATE  | HOURS | PL | HOL | SL |  |  |  | MONTH: |
|-------|-------|----|-----|----|--|--|--|--------|
| 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** = Hours Worked  
**PL** = Personal Leave  
**HOL** = Holiday

\_\_\_\_\_  
 Employee Name (print) Date

\_\_\_\_\_  
 Employee Signature

\_\_\_\_\_  
 Supervisor Signature Date

### PREVIOUS MONTH'S ADJUSTED HOURS

| DATE | HOURS | PL | HOL | SL |  |  |  |
|------|-------|----|-----|----|--|--|--|
|      |       |    |     |    |  |  |  |
|      |       |    |     |    |  |  |  |
|      |       |    |     |    |  |  |  |
|      |       |    |     |    |  |  |  |
|      |       |    |     |    |  |  |  |
|      |       |    |     |    |  |  |  |