

EMPLOYEE TIME CARD



Station:		EMPLOYEE NAME:
Shift Start Time:		EMPLOYEE NUMBER:
Shift End Time:		REPORTING PERIOD:
Date:		HOME STATION:

EARNINGS																+	-	=	Comments
		Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Total Hours	OT Hours Banked In	Total Paid	
Regular	01																		
Meal Period - 12 hour shift (N° of shifts)	52																		12 Hour Meal Breaks
Meal Period - 24 hour shift (N° of shifts)	53																		24 Hour Meal Breaks
Overtime @ 1.5	02																		
Vacation	61																		
Sick Leave	13																		
Bank Out OT Hours (Replacing Sched. Shift)	24																		
Banked Out OT Hours (NOT Replacing Sched. Shift)	62																		
Call Back @ 1.5	16																		
Stand By Hours	18																		
Shift Premium - Night Shifts	19																		Night Shift Premiums
Shift Premium - Weekend Day Shifts	45																		Weekend Day Premium
Training	47																		
Training @ 1.5	49																		
Stat Holiday @ 1.5 (Reg. Sched. Shift)	07																		
Stat Holiday @ 1.5 (Not a Reg. Sched. Shift)	09																		
Stat Holiday @ 2.0 (Not a Reg. Sched. Shift)	10																		
Stat Holiday @ 2.0 (Reg Sched Shift) Dec 25-Jan 01	04																		
Stat Hours Banked	66																		
Stat Paid from Bank @ 1.0 (Replace Reg. Shift)	08																		
Stat Paid from Bank @ 1.5 (Not Replacing Reg. Shift)	20																		
Court Leave	29																		
Special Events	48																		
Bereavement	15																		
Union Business	30																		
Birth of a Child	22																		
Casual Hours	05																		
Casual Hours for Casual Employee	65																		
Casual Overtime Hours	06																		
TOTAL																			

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EMPLOYEES SIGNATURE

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OPERATIONS MANAGER SIGNATURE