



# TIMESHEETS AND PROOF OF SERVICE CALENDAR

## April 2017

Sun	Mon	Tues	Wed	Thu	Fri	Sat
		28 	29	30	31	1
2	3	4	5	6 	7	8 <input checked="" type="checkbox"/>
9	10	11	12 	13	14 Good Friday CLOSED	15
16	17 Easter Monday CLOSED	18	19	20 	21	22 <input checked="" type="checkbox"/>
23 30	24	25	26 	27	28	29

## May 2017

Sun	Mon	Tues	Wed	Thu	Fri	Sat
	1	2	3	4 	5	6 <input checked="" type="checkbox"/>
7	8	9	10 	11	12	13
14	15	16	17	18 	19	20 <input checked="" type="checkbox"/>
21	22 Victoria Day CLOSED	23	24 	25	26	27
28	29	30	31			

## June 2017

Sun	Mon	Tues	Wed	Thu	Fri	Sat
				1 	2	3 <input checked="" type="checkbox"/>
4	5	6	7 	8	9	10
11	12	13	14	15 	16	17 <input checked="" type="checkbox"/>
18	19	20	21 	22	23	24
25	26	27	28	29 	30	

## July 2017

Sun	Mon	Tues	Wed	Thu	Fri	Sat
						1 <input checked="" type="checkbox"/>
2	3 Canada Day CLOSED	4	5 	6	7	8
9	10	11	12	13 	14	15 <input checked="" type="checkbox"/>
16	17	18	19 	20	21	22
23 30	24 31	25	26	27 	28	29 <input checked="" type="checkbox"/>

Pay Period End

Timesheets In By

Date Paid



# TIMESHEETS AND PROOF OF SERVICE CALENDAR

## August 2017

Sun	Mon	Tues	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7 Civic Holiday CLOSED	8	9	10	11	12 <input checked="" type="checkbox"/>
13	14	15	16	17	18	19
20	21	22	23	24	25	26 <input checked="" type="checkbox"/>
27	28	29	30	31		

## September 2017

Sun	Mon	Tues	Wed	Thu	Fri	Sat
					1	2
3	4 Labour Day CLOSED	5	6	7	8	9 <input checked="" type="checkbox"/>
10	11	12	13	14	15	16
17	18	19	20	21	22	23 <input checked="" type="checkbox"/>
24	25	26	27	28	29	30

## October 2017

Sun	Mon	Tues	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7 <input checked="" type="checkbox"/>
8	9 Thanks- giving CLOSED	10	11	12	13	14
15	16	17	18	19	20	21 <input checked="" type="checkbox"/>
22	23	24	25	26	27	28
29	30	31				

## November 2017

Sun	Mon	Tues	Wed	Thu	Fri	Sat
			1	2	3	4 <input checked="" type="checkbox"/>
5	6	7	8	9	10	11 Remembrance Day
12	13	14	15	16	17	18 <input checked="" type="checkbox"/>
19	20	21	22	23	24	25
26	27	28	29	30		



Pay Period End



Timesheets In By



Date Paid



# TIMESHEETS AND PROOF OF SERVICE CALENDAR

## December 2017

Sun	Mon	Tues	Wed	Thu	Fri	Sat
					1	2 ✓
3	4	5	6 ★	7	8	9
10	11	12	13	14 😊	15	16 ✓
17	18	19	20 ★	21	22	23
24 31	25 CLOSED	26 CLOSED	27 CLOSED	28 😊 CLOSED	29 CLOSED	30 ✓

## January 2018

Sun	Mon	Tues	Wed	Thu	Fri	Sat
	1 New years CLOSED	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 ★			

## February 2018

Sun	Mon	Tues	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8 😊	9	10 ✓
11	12	13	14 ★	15	16	17
18	19 Family Day CLOSED	20	21	22 😊	23	24 ✓
25	26	27	28 ★			



Pay Period End



Timesheets In By










Date Paid



# TIMESHEETS AND PROOF OF SERVICE CALENDAR

## March 2018

Sun	Mon	Tues	Wed	Thur	Fri	Sat
				1	2	3
4	5	6	7	 8	9	<input checked="" type="checkbox"/> 10
11	12	13	 14	15	16	17
18	19	20	21	 22	23	<input checked="" type="checkbox"/> 24
25	26	  27	28	29	30	31

- Pay Period End
-  Timesheets In By
-  Date Paid

### FAMILY RESPITE SERVICES FINANCIAL YEAR END IS MARCH 31<sup>st</sup>, 2018



Therefore when submitting your timesheets with the  
Pay Period End Date March 24<sup>th</sup>  
You must also include hours worked on  
March 25<sup>th</sup>-31<sup>st</sup> (7 days) on a separate timesheet

ALL TIMESHEETS MUST BE IN THE OFFICE BY  
**TUESDAY**, March 27<sup>th</sup> , by 4:00 PM