



# TIMESHEET CALENDAR

## April 2021

Sun	Mon	Tues	Wed	Thu	Fri	Sat
				1 😊	2 Office Closed Good Friday	3 ☑️
4	5 Closed Easter Monday	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	

## May 2021

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 Closed Victoria Day	25	26 ★	27 😊	28	29 ☑️
30	31					

## June 2021

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 😊	25	26 ☑️
27	28	29	30 ★			

## July 2021

Sun	Mon	Tues	Wed	Thu	Fri	Sat
				1 Closed Canada Day	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



Pay Period End



Timesheets In By



Date Paid



# TIMESHEET CALENDAR

## August 2021

Sun	Mon	Tues	Wed	Thu	Fri	Sat
1	2 Closed Civic Holiday	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				

## September 2021

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

## October 2021

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

## November 2021

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



Pay Period End



Timesheets In By



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# TIMESHEET CALENDAR

## December 2021

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

## January 2022

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

## February 2022

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

## CHRISTMAS WEEK

Please note: Although the office is closed, our payroll team will be in during the holiday break to process payroll. The office remains closed.

Please submit your timesheets by December 28<sup>th</sup>. Any late timesheets will be processed in the January 20<sup>th</sup> pay.



# TIMESHEET CALENDAR

## March 2022

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



Pay Period End



Date Paid



Timesheets In By

## FAMILY RESPITE SERVICES FINANCIAL YEAR END IS MARCH 31<sup>st</sup>, 2022



Therefore when submitting your timesheets with the  
Pay Period End Date March 19<sup>th</sup>

You must also include hours worked on  
March 20<sup>th</sup> -31<sup>st</sup> (12 days) on a **separate** timesheet

ALL TIMESHEETS MUST BE IN THE OFFICE BY  
**TUESDAY**, March 22<sup>nd</sup>, by 4:30 PM