



School District No. 6 (Rocky Mountain)
PO Box 430 – 620 – 4th Street, Invermere BC V0A 1K0

CASUAL EXEMPT STAFF TIME SHEET

Fax completed timesheet for each month to: 250-342-0469

Name: _____ Month: _____ Year: _____

Date	Hours Worked	Absent Employee/Position/ Work Location	Date	Hours Worked	Absent Employee/Position/ Work Location
1			17		
2			18		
3			19		
4			20		
5			21		
6			22		
7			23		
8			24		
9			25		
10			26		
11			27		
12			28		
13			29		
14			30		
15			31		
16					

To ensure direct deposit at month end, timesheets must be received by the Invermere Board office 5 working days prior to the last working day of each month. If you work additional days after submitting this timesheet, include those days on your next timesheet .

Employee Signature

Supervisor Approval (where applicable)