

# Frankfort Independent Classified Time Sheet

Name: \_\_\_\_\_ Pay Period: \_\_\_\_\_

\*\* Any overtime worked must be approved by the principal or superintendent in advance.\*\*

Days of Month	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th	14th	15th	31st
Days of Month 1st-15th	16th	17th	18th	19th	20th	21st	22nd	23rd	24th	25th	26th	27th	28th	29th	30th	31st
Sick Leave																
Personal Leave																
Vacation/X Day Leave																
Central Office Staff																
School/Counselor Office Staff																
Technology Staff																
Instructional Aide/SAFE																
Cafeteria Staff																
IBP																
Cubs Club																
Wrap Around																
Custodial Staff																
Maintenance/Grounds																
Bus Monitor																
Bus Maintenance																
Bus Driver—Reg. Daily																
Bus Driver—Field Trip/Athletics																
Bus Driver—ESS																
Athletic Trainer																
Homebound Teacher																
Other:																

Turn in Dates: 5th of the month for 16th-31st Time Sheets

20th of the month for 1st-15th Time Sheets

TIME SHEETS are to be turned in to your principal's office before the above deadline.

Notes: \_\_\_\_\_

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

Supervisor's Signature: \_\_\_\_\_