

# Part Time Employee Weekly Work Schedule\*

\*Form to be included with New Hire Paperwork.

\_\_\_\_\_  
 ▲ Employee's Name (please print) ▲ Percent FTE

|                     | Monday        | Tuesday       | Wednesday     | Thursday      | Friday        |
|---------------------|---------------|---------------|---------------|---------------|---------------|
| <b>Start</b>        | _____ : _____ | _____ : _____ | _____ : _____ | _____ : _____ | _____ : _____ |
| <b>End</b>          | _____ : _____ | _____ : _____ | _____ : _____ | _____ : _____ | _____ : _____ |
| <b>Meal Period*</b> | Y / N         | Y / N         | Y / N         | Y / N         | Y / N         |
| <b>Location</b>     |               |               |               |               |               |

\* Indicate if work day includes 30 minute unpaid meal period. 30 minute unpaid lunch period is required if employee works 5 or more hours per day.

\_\_\_\_\_  
 ▲ Supervisor ▲ Date

| Work Location | Day       | Full Time Equivalent Work Day<br>(including meal period) |               |
|---------------|-----------|--|---------------|
| _____         | Monday    | _____ hours  | _____ minutes |
| _____         | Tuesday   | _____ hours  | _____ minutes |
| _____         | Wednesday | _____ hours  | _____ minutes |
| _____         | Thursday  | _____ hours  | _____ minutes |
| _____         | Friday    | _____ hours  | _____ minutes |

Approved by: \_\_\_\_\_  
Program Administrator

Reviewed by: \_\_\_\_\_  
Personnel Department

Approved by: \_\_\_\_\_  
Assistant Superintendent

Approved by: \_\_\_\_\_  
Deputy Superintendent

Reviewed by: \_\_\_\_\_  
Payroll Department

Approved by: \_\_\_\_\_  
HR Director/School Attorney