

HUNTINGTON UNION FREE SCHOOL DISTRICT

**Office of the Assistant Superintendent
Finance and Management Services**

MONTHLY TIME SHEET

Employee Name: _____

Pay Period: _____

Service(s) Provided: _____

For each day worked indicate the times you worked (i.e., 9-11am, 3-5pm, etc.)

Thank you.

JULY 2009						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			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	31	

Employee Signature

Date

Supervisor Signature

Date

HUNTINGTON UNION FREE SCHOOL DISTRICT

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Thank you.

AUGUST 2009						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						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	31					

Employee Signature

Date

Supervisor Signature

Date

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SEPTEMBER 2009						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		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			

9/7/09 Labor Day
9/8/09 Superintendent's Conference Day
9/28/09 Yom Kippur

Employee Signature

Date

Supervisor Signature

Date

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Finance and Management Services

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Thank you.

OCTOBER 2009						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				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	31

10/12/09 Columbus Day

Employee Signature

Date

Supervisor Signature

Date

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Thank you.

NOVEMBER 2009						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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					

11/3/09 Superintendent's Conference Day
11/11/09 Veterans' Day
11/26/09-11/27/09 Thanksgiving Recess

Employee Signature

Date

Supervisor Signature

Date

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Thank you.

DECEMBER 2009						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		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	31		

12/24/09-1/1/10 Winter Recess

Employee Signature

Date

Supervisor Signature

Date

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Thank you.

JANUARY 2010						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					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
31						

12/24/09-1/1/2010
1/18/2010

Winter Recess
Dr. Martin Luther King Day

Employee Signature

Date

Supervisor Signature

Date

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Thank you.

FEBRUARY 2010						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	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						

2/15/2010-2/19/2010 Mid-Winter Recess

Employee Signature

Date

Supervisor Signature

Date

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Thank you.

MARCH 2010						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	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	31			

3/29/2010-4/5/2010

Spring Recess

Employee Signature

Date

Supervisor Signature

Date

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Thank you.

APRIL 2010						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				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	

3/29/2010-4/5/2010

Spring Recess

Employee Signature

Date

Supervisor Signature

Date

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Thank you.

MAY 2010						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						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	31					

5/27/2010, 5/28/2010
5/31/2010

Contingency Days
Memorial Day

Employee Signature

Date

Supervisor Signature

Date

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JUNE 2010						
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		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			

6/25/2010

Last Day of School

Employee Signature

Date

Supervisor Signature

Date