

Sample Timesheet: Casual Staff Holiday (Work Required and Not Required)

Day	Date	*Special*	Meal	In	Out	In	Out	In	Out	In	Out	Hours	
Sat	12/25/10		0.00									0	
Sun	12/26/10		0.00									0	
Special Mon	12/27/10		0.00	8:00AM	1:00PM	CHW						5	
Special Tue	12/28/10		0.00	8:00PM	11:30PM							3.5	
Special Wed	12/29/10		0.00									0	
Special Thu	12/30/10		0.00									0	
Special Fri	12/31/10		0.00									0	
Week 1 Subtotal											8.5	Hours Remaining	29

12/27/10 is an example of a casual staff employee who was REQUIRED to work the holiday.

12/28/10 is an example of a casual staff employee who worked the holiday but was NOT required to work by their supervisor.