



CAD Staffing Inc.

www.cadstaffinginc.com - Tele: 647-862-3576

EMPLOYEE TIMESHEET

Paid Holidays: New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving, Christmas, Boxing Day, Christmas

Employee Name: _____

Position: _____

Date	Facility/Hospital	Start Time	End Time	Total Hours Worked	Signature of RN/RPN in charge

Shift Hours	Break	Hours Paid
4 hrs	15 Minutes	3.75 hrs (3 hours 45 minutes)
5-11 hrs	30 Minutes	7.5 hrs (7 hours 30 minutes)
12-15 hrs	45 Minutes	11.25 hrs (11 hours and 15 minutes)
16 hrs	60 Minutes	15 hrs (15 hrs)

Submitting Timesheet: Timesheets must be submitted by noon on Saturday at the end of each week. Any additional shift agreed to work must be signed by the nurse in charge and communicated with the head office. Please indicate any extra hours completed on your timesheet.

Employee Signature: _____

Date: _____