



School District No. 6 (Rocky Mountain)  
 PO Box 430 ~ 620 – 4<sup>th</sup> Street, Invermere BC V0A 1K0

**CASUAL EXEMPT STAFF TIME SHEET**

*Please send completed time sheet by email ([michelle.evans@sd6.bc.ca](mailto:michelle.evans@sd6.bc.ca)) or fax (250-342-6966)*

**Name:** \_\_\_\_\_ **Month:** \_\_\_\_\_ **Year:** \_\_\_\_\_

Date	Hours Worked	Absent Employee/Position/ Work Location	Date	Hours Worked	Absent Employee/Position/ Work Location
1			17		
2			18		
3			19		
4			20		
5			21		
6			22		
7			23		
8			24		
9			25		
10			26		
11			27		
12			28		
13			29		
14			30		
15			31		
16					

*To ensure direct deposit at month end, timesheets must be received by the Invermere Board office 5 working days prior to the last working day of each month. If you work additional days after submitting this timesheet, include those days on your next timesheet.*

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Supervisor Approval (where applicable)**