



# TIMESHEET CALENDAR

## April 2020

Sun	Mon	Tues	Wed	Thu	Fri	Sat
			1	2	3	4 <input checked="" type="checkbox"/>
5	6	7	8	9	10 Office Closed Good Friday	11
12	13 Closed Easter Monday	14	15	16	17	18 <input checked="" type="checkbox"/>
19	20	21	22	23	24	25
26	27	28	29	30		

## May 2020

Sun	Mon	Tues	Wed	Thu	Fri	Sat
					1	2 <input checked="" type="checkbox"/>
3	4	5	6	7	8	9
10	11	12	13	14	15	16 <input checked="" type="checkbox"/>
17	18 Closed Victoria Day	19	20	21	22	23
24	25	26	27	28	29	30 <input checked="" type="checkbox"/>
31						

## June 2020

Sun	Mon	Tues	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13 <input checked="" type="checkbox"/>
14	15	16	17	18	19	20
21	22	23	24	25	26	27 <input checked="" type="checkbox"/>
28	29	30				

## July 2020

Sun	Mon	Tues	Wed	Thu	Fri	Sat
			1 Closed Canada Day	2	3	4
5	6	7	8	9	10	11 <input checked="" type="checkbox"/>
12	13	14	15	16	17	18
19	20	21	22	23	24	25 <input checked="" type="checkbox"/>
26	27	28	29	30	31	



Pay Period End



Timesheets In By



Date Paid



# TIMESHEET CALENDAR

## August 2020

Sun	Mon	Tues	Wed	Thu	Fri	Sat
						1
2	3 Closed Civic Holiday	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					

## September 2020

Sun	Mon	Tues	Wed	Thu	Fri	Sat
		1	2	3 😊	4	5 ☑
6	7 Closed Labour Day	8	9 ★	10	11	12
13	14	15	16	17 😊	18	19 ☑
20	21	22	23 ★	24	25	26
27	28	29	30			

## October 2020

Sun	Mon	Tues	Wed	Thu	Fri	Sat
				1 😊	2	3 ☑
4	5	6	7 ★	8	9	10
11	12 Closed Thanks- giving	13	14	15 😊	16	17 ☑
18	19	20	21 ★	22	23	24
25	26	27	28	29 😊	30	31 ☑

## November 2020

Sun	Mon	Tues	Wed	Thu	Fri	Sat
1	2	3	4 ★	5	6	7
8	9	10	11 Closed Remembrance Day	12 😊	13	14 ☑
15	16	17	18 ★	19	20	21
22	23	24	25	26 😊	27	28 ☑
29	30					



Pay Period End



Timesheets In By



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# TIMESHEET CALENDAR

## December 2020

Sun	Mon	Tues	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12 <input checked="" type="checkbox"/>
13	14	15	16	17	18	19
20	21	22	23	24	25 Closed	26 <input checked="" type="checkbox"/>
27	28 Closed	29 Closed	30	31 Closed		

## January 2021

Sun	Mon	Tues	Wed	Thu	Fri	Sat
					1 Closed New Years Day	2
3	4	5	6	7	8	9 <input checked="" type="checkbox"/>
10	11	12	13	14	15	16
17	18	19	20	21	22	23 <input checked="" type="checkbox"/>
24	25	26	27	28	29	30
31						

## February 2021

Sun	Mon	Tues	Wed	Thu	Fri	Sat
	1	2	3	4	5	6 <input checked="" type="checkbox"/>
7	8	9	10	11	12	13
14	15 Closed Family Day	16	17	18	19	20 <input checked="" type="checkbox"/>
21	22	23	24	25	26	27
28						



## CHRISTMAS WEEK

Please note: Although the office is closed, our payroll team will be in during the holiday break to process payroll. The office remains closed.

Please submit your timesheets by December 30<sup>th</sup>. Any late timesheets will be processed in the January 21<sup>st</sup> pay.



# TIMESHEET CALENDAR

## March 2021

Sun	Mon	Tues	Wed	Thur	Fri	Sat
	1	2	3	4 	5	6 <input checked="" type="checkbox"/>
7	8	9	10 	11	12	13
14	15	16	17	18 	19	20 <input checked="" type="checkbox"/>
21	22	23  	24	25	26	27
28	29	30	31 <input checked="" type="checkbox"/>			



Pay Period End



Date Paid



Timesheets In By

## FAMILY RESPITE SERVICES FINANCIAL YEAR END IS MARCH 31<sup>st</sup>, 2021



Therefore when submitting your timesheets with the  
Pay Period End Date March 20<sup>th</sup>  
You must also include hours worked on  
March 21<sup>st</sup> -31<sup>st</sup> (11 days) on a **separate** timesheet

ALL TIMESHEETS MUST BE IN THE OFFICE BY  
**TUESDAY**, March 23<sup>rd</sup>, by 4:30 PM