



## Stretch Pay Time Sheet

Employee Name

Two Week Pay Period

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I worked my normal scheduled hours for stretch pay.

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I worked the following additional/fewer hours.

\*\*\*Enter date and description when using Sick, Vacation or Personal Leave

Week 1

Date		Extra Hrs	Fewer Hrs	Description (Sick,Vac,PL) or Event
	Monday			
	Tuesday			
	Wednesday			
	Thursday			
	Friday			
	Saturday			
	Sunday			

Week 2

Date		Extra Hrs	Fewer Hrs	Description (Sick,Vac,PL) or Event
	Monday			
	Tuesday			
	Wednesday			
	Thursday			
	Friday			
	Saturday			
	Sunday			

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*All time sheets require a building principal signature