TORONTO

Parks, Forestry and Recreation
Community Recreation Branch - Aquatics Recreation Workers' Sign-in Sheet

LOCATION:		DAY & DATE:

REGULAR WEEKLY SCHEDULED STAFF SHIFTS (PLEASE SEE ATTACHED SCHEDULE)

Recreation Workers to complete - Sign in by noting yor shift start time and initialling. After your shift, sign out by noting the time you finished your shift and providing your signature, confirming the times entered. Note: Inaccurate reporting of hours worked may be subject to discipline.

Staff Name (Please Print)	Position Title	Employee #	Shift Time	Sign in Time	Initials	Unpaid Break		Sign Out Time	Signature	Replacing	Hours worked	Hours Paid
						Out	In				Completed By Staff	Confirmed By CRP or designate

PAYROLL NOTES (explanation of extra time, absence etc.)