

**TOWN OF GLASTONBURY
EMPLOYEE TIME SHEET**

NAME	EMPLOYEE					WEEK ENDING _____				
	Date	Start Time	Meal Time Out	Meal Time In	End Time	Regular Hours	Regular Overtime Hours	Other Hours	Codes	Total Hours
Sunday										
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										
Sunday										
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										

Employee Signature
INSTRUCTIONS & ROUTING ON REVERSE SIDE OF FORM

Supervisor

Attendance Sheet Instructions

CODES:

A- Authorized Leave W/O Pay
E - Earned Time
F - Funeral
H - Holiday
I - Injury
J - Jury Duty

M - Military Leave
P - Personal Time
S - Sick Time
FS - Family Sick (when emp uses their own sick time to care for sick family member per Handbook)
*S - Family Medical Leave of Absence (for self)
*FS - FMLA (for family member)
U - Unauthorized Leave W/O Pay
V - Vacation

A Employee Time Sheet shall be submitted to the Payroll office with the Payroll Time Sheet. Each sheet shall be signed by the employee and appropriate Departmental Supervisor.