

PACT
Center Staff Schedule

Staff: _____ Center: _____ Date: _____

Weekly Schedule	Monday	Tuesday	Wednesday	Thursday	Friday
Arrival Time					
Lunch (30 mins)					
Ending Time					
Total Hours scheduled to work per day					

Total Hours per week. _____ Total Hours Scheduled for each Pay Period _____

The total hours scheduled per day should match the hours listed on your daily column of the time sheet. If the hours do not match, staff will explain reason on the back of the time sheet. Staff may also need to complete a leave report and staple to time sheet. Staff cannot adjust work hours without approval of management. Overtime must also be approved by Central Office Management.

Notes:

Center staff will complete this form and forward to Site Supervisor at the beginning of each program year. Staff will need to complete a new schedule when hours are permanently changed.

TIME WITH CHILDREN

	Monday	Tuesday	Wednesday	Thursday	Friday
From					
To					
From					
To					
From					
To					

Prep & Planning Time (non-lead position, Fridays/or Substitute Planning Day)

	Monday	Tuesday	Wednesday	Thursday	Friday
From					
To					
From					
To					
From					
To					

Total time without children for prep and planning per week: _____ per month? _____