MONTGOMERY COUNTY SCHOOLS

CLASSIFIED SUBSTITUTE WORKER TIME SHEET

		Da	ate Paid										
Period		_Through											
											Total Daily Hours	Total Weekly	
Date	Location	Employee Replacing & Job Title	In	Out	ın	Out	ın	T	IN	Out	Hours	Hours	
								Total	Hours	for Pay	y Period		
											•		
Immediate Supervisor				Substitute Employee									
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Superintendent/Designee				*Lunch should be taken close to the middle of the work shift **Employee must work 8 hours to receive second break									