# Montgomery County Schools
## Classified Substitute Worker Time Sheet

### Date Paid

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<th>Period Through</th>
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### Date Location In Out In Out In Out In Out In Out

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<tr>
<th>Date</th>
<th>Location</th>
<th>Employee Replacing &amp; Job Title</th>
<th>Time</th>
<th>1st Break</th>
<th>Lunch*</th>
<th>2nd Break**</th>
<th>Time</th>
<th>Total Daily Hours</th>
<th>Total Weekly Hours</th>
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### Total Hours for Pay Period

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**Immediate Supervisor**

**Substitute Employee**

*Lunch should be taken close to the middle of the work shift*

**Employee must work 8 hours to receive second break**

Revised 11/2011