



**Family Partnership
Charter School**

625 S. McClelland Ste.A CA 93456 • (805) 348-3333 • fax (805) 348-3334 • www.fpcharter.org

HOURLY TIMESHEET

Name: _____

PLEASE NOTE:

Timesheets: are due by the 15th of the month. If you do not turn in your timesheet by the 15th your pay could possibly be delayed.

Breaks: 10 min break is allowed for every continuous 4hr work period

Meal Break: Employees are allowed One 30 minute minimum unpaid meal break each work day where the employee works more than 6 hrs in one day. Employees are not allowed to work more than 5 hrs in one period without taking a meal break, unless the employee does not work more than 6 hrs in one day.

Non-exempt employees: may take (2) 10 min paid break period for each full workday, as close as practicable to the mid-point of any continuous 4 hr work period. Employees should contact their coordinator to schedule their meal and break periods.

Month:	Day	Hrs.	Center	Breaks	Month:	Day	Hrs.	Center	Breaks
Example:	Month	5.5	MB	10-10:10					
	16					1			
	17					2			
	17					2			
	18					3			
	19					4			
	20					5			
	21					6			
	22					7			
	23					8			
	24					9			
	25					10			
	26					11			
	27					12			
	28					13			
	29					14			
	30					15			
	31								
Total Hours							0.00		

Learning Center Coordinator Verification: _____

Administration: _____

Date: _____