

Garstang Community Academy



Timesheet – Claim for Additional Hours for Month _____

Name _____ Role _____

D A T E	D A Y	Start Time	End Time	Support Staff								Teaching Staff		
				Employees with Normal Hours less than 37 hours per week				Full Time Employees		All Employees		All Employees		
				Additional hours up to 37 hpw (time + holiday pay)		Additional hours over 37 hpw (time + 25%)		Additional hours over 37 hpw (time + 25%)		Bank holidays and Night (11pm - 6am) Allowances (plus 25%)		Additional hours and Supply (at daily/hourly supply rate)		
				Hrs	Dec	Hrs	Dec	Hrs	Dec	Hrs	Dec	Days	Hrs	Dec
1														
2														
3														
4														
5														
6														
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26														
27														
28														
29														
30														
31														
Total Payable				Hrs	Dec	Hrs	Dec	Hrs	Dec	Hrs	Dec	Days	Hrs	Dec

I certify that I have worked the hours above: _____

Date: _____

Authorised by: _____

Date: _____