



# ENTERPRISE AND SHASTA HIGH SCHOOLS WORK EXPERIENCE EDUCATION



## SPRING 2010 SCHEDULE OF MONTHLY TIME CARDS

**Time cards** are to be completed, signed and submitted to the work experience teacher ***each month***. Time cards that are turned in on time and that are complete will be worth **40 points** per month. Points will be deducted for ***late*** time cards as well as ***incomplete*** time cards. Please remember that time cards are required by the state. They are legal documents; no forgeries and/or changing hours will be allowed. If caught doing this, you will be dropped from the class with an F grade.

Each time card must include ***your name, the name of the company, the dates worked, the "In" and "Out" times, the total hours per day, the total hours per week, the hourly rate of pay, your signature, and your employer's signature.*** Even if you are injured, sick, on vacation, etc., you still must turn in a time card for that week giving the reason why you did not work.

MONTHLY DATES	DUE DATE
01/1/10 - 01/31/10	02/2/10 SHS    02/4/10 EHS
02/1/10 - 02/28/10	03/2/10 SHS    03/4/10 EHS
03/1/10 - 03/31/10	04/13/10 SHS    04/15/10 EHS
04/1/10 - 04/30/10	05/4/10 SHS    05/6/10 EHS
05/1/10 - 05/30/10	05/25/10 SHS    05/27/10 EHS

**DON'T LOSE THIS CHART! KEEP THIS IN YOUR WORK EXPERIENCE NOTEBOOK FOR THE ENTIRE SEMESTER!**

**EXTRA TIME CARDS CAN ALWAYS BE FOUND ON-LINE AT YOUR SCHOOL SITE UNDER THE WORK EXPERIENCE TAB.**