

February 16, 2015

### Filling Out CUPE Time Sheets

There has been some confusion with how CUPE members who are working a “9 day-fortnight” should be filling in their time sheets.

- 1) Look at your appointment letter. It will tell you your regular assignment.
- 2) Look at the conversion chart (attached) and it will tell you what you should be writing on your time sheet for each regular instruction day you work.
- 3) In the event that a **non-instructional Friday is a Pro-D day**, you should fill in your time sheet **if you choose to participate**. If you are requesting **vacation**, you should fill in a leave form requesting vacation. In either event, vacation and Pro-D days are at regular assigned hours (see #1 above).
- 4) Remember that your extra minutes worked each day cover the “extra” Fridays off as well as the “extra” days off at Spring Break (16 days total, hence the 186/170 conversion factor on the attached sheet), but we have always had the Pro-D days so they are not “extra” and are treated exactly the same as in the past.

I trust that this information will be helpful in completing time sheets.

Lawrence

Hour Conversion for Timesheets with 2014/2015 School Calendar

Your appointed hours		2014/2015 hours
0.5	multiply by 186/170 =1.1*	0.55
1		1.10
1.5		1.65
2		2.20
2.5		2.75
3		3.30
3.5		3.85
4		4.40
4.5		4.95
5		5.50
5.5		6.05
6		6.60
6.5		7.15
7		7.70
7.5		8.25
8		8.80

\*rounded up to nearest tenth