

DEPARTMENT OF EDUCATION FLEXIBLE WORKING HOURS AGREEMENT 2019 - Electronic Flexsheet

Flexitime Record, Sheet 1 of 3

Print date : 15/02/2021

Communication & Enagagement

Name: SHAMRA PERUMAL AMITH

PERIOD:

From: 4/01/2021 To: 29/01/2021

Approved weekly study time 0:00

Date

Arrival Time

Lunch Period

Departure Time

hh:mm am/pm

hh:mm

hh:mm am/pm

Adjustments (including leave taken*)

Details

hh:mm

Daily Hours Worked

Hours

Mins

Cumulative Hours Worked

Hours

Mins

Supervisors Use Only

Leave Form Submitted

4/01/2021				R	7:00	7	0	10	52	
5/01/2021				R	7:00	7	0	17	52	
6/01/2021				R	7:00	7	0	24	52	
7/01/2021				R	7:00	7	0	31	52	
8/01/2021				R	7:00	7	0	38	52	
11/01/2021	8:30 AM	0:30	4:00 PM			7	0	45	52	
12/01/2021	8:30 AM	0:30	4:00 PM			7	0	52	52	
13/01/2021	8:30 AM	0:30	4:00 PM			7	0	59	52	
14/01/2021	8:30 AM	0:30	4:00 PM			7	0	66	52	
15/01/2021	8:30 AM	0:30	4:00 PM			7	0	73	52	
18/01/2021	8:30 AM	0:30	4:00 PM			7	0	80	52	
19/01/2021	8:30 AM	0:30	4:00 PM			7	0	87	52	
20/01/2021	8:30 AM	0:30	4:00 PM			7	0	94	52	
21/01/2021	8:30 AM	0:30	4:00 PM			7	0	101	52	
22/01/2021	8:30 AM	0:30	4:00 PM			7	0	108	52	
25/01/2021				R	7:00	7	0	115	52	
26/01/2021	8:30 AM	0:30	4:00 PM			7	0	122	52	
27/01/2021	8:30 AM	0:30	4:00 PM			7	0	129	52	
28/01/2021	8:30 AM	0:30	4:00 PM			7	0	136	52	
29/01/2021	8:30 AM	0:30	4:00 PM			7	0	143	52	

* Nature of Leave

RecreationRPublic HolidayPH

SickSMilitary LeaveML

ExtendedELWithout PayLWOP

Family & CommunityFACSFlexileaveF

Maternity LeaveMAMaternity Leave1/2 Day Flexileave1/2F

Study LeaveSLSpecialSP

Certified Correct

shamra perumalamith

Signature of Officer

Calculations checked and all leave applications have been submitted

Signature of Supervisor

Instructions :
Enter the revelant information into the areas marked in pink text.

READY RECKONER

Date	Cumulative Contract Hours		Cumulative Hours Worked		Flex Balance	
	Hours	Min	Hours	Min	Hours	Min
4/01/2021	7	0	10	52	3	52
5/01/2021	14	0	17	52	3	52
6/01/2021	21	0	24	52	3	52
7/01/2021	28	0	31	52	3	52
8/01/2021	35	0	38	52	3	52
11/01/2021	42	0	45	52	3	52
12/01/2021	49	0	52	52	3	52
13/01/2021	56	0	59	52	3	52
14/01/2021	63	0	66	52	3	52
15/01/2021	70	0	73	52	3	52
18/01/2021	77	0	80	52	3	52
19/01/2021	84	0	87	52	3	52
20/01/2021	91	0	94	52	3	52
21/01/2021	98	0	101	52	3	52
22/01/2021	105	0	108	52	3	52
25/01/2021	112	0	115	52	3	52
26/01/2021	119	0	122	52	3	52
27/01/2021	126	0	129	52	3	52
28/01/2021	133	0	136	52	3	52
29/01/2021	140	0	143	52	3	52