

PLEASE DROP OFF AT:

GUELPH - 147 DELHI STREET, GUELPH OR FAX TO (519) 821-9865
FERGUS - 234 ST. PATRICK ST. E., FERGUS OR FAX TO (519) 843-7608
MOUNT FOREST - 392 MAIN ST. N., MOUNT FOREST OR FAX TO (519) 323-3771



TRELLIS MENTAL HEALTH AND DEVELOPMENTAL SERVICES

"Everybody is important"

RESPIRE WORKER SERVICE RECORD

Pay Period Ending Date _____

TOTAL HOURS

Employee Name _____

Client Name _____

Trellis Worker Name _____

Date	Day	Hours From - Hours To *	Regular Hours	Stat Holiday Hours **
	Wed			
	Thurs			
	Fri			
	Sat			
	Sun			
	Mon			
	Tues			
	Wed			
	Thurs			
	Fri			
	Sat			
	Sun			
	Mon			
	Tue			

* Example 9:00 a.m. - 5:00 p.m.

** Please record hours worked at regular time

Note: Inform the Recruitment and Training Coordinator of your availability for additional contracts (519) 821-8089 ext. 247.

Signatures*** Service records will only be processed with both signatures

Employee _____

Approved by Trellis Worker _____

For Office Use Only

Spreadsheet updated: _____

- Children's Mental Health Respite Flex Fund Amount: \$ _____
- Children's Mental Health Intensive Fund Amount: \$ _____
- DS Crisis Flex Fund Amount: \$ _____
- Service Resolution Flex Fund Amount: \$ _____
- Other Amount: \$ _____

TRELLIS MENTAL HEALTH AND DEVELOPMENTAL SERVICES

Trellis Respite Worker

SERVICE RECORD SUBMISSION AND PAY DATE SCHEDULE

APRIL 1, 2011 - MARCH 31, 2012

SERVICE RECORDS DUE (BY 8:30am)	COVERS HOURS WORKED (FROM - TO)	PAY DAY
April 6, 2011	March 23 - April 05	April 13, 2011
April 20, 2011	April 06- April 19	April 27, 2011
May 4, 2011	April 20 -May 3	May 11, 2011
May 18, 2011	May 4 - May 17	May 25, 2011
June 1, 2011	May 18 - May 31	June 8, 2011
June 15, 2011	June 1- June 14	June 22, 2011
June 29, 2011	June 15 - June 28	July 6, 2011
July 13, 2011	June 29 - July 12	July 20, 2011
July 27, 2011	July 13 - July 26	August 3, 2011
August 10, 2011	July 27 -August 9	August 17, 2011
August 24, 2011	August 10 - August 23	August 31, 2011
September 7, 2011	August 24 - September 06	September 14, 2011
September 21, 2011	September 07 - September 20	September 28, 2011
October 5, 2011	September 21 -October 4	October 12, 2011
October 19, 2011	October 5 - October 18	October 26, 2011
November 2, 2011	October 19 - November 1	November 9, 2011
November 16, 2011	November 2 - November 15	November 23, 2011
November 30, 2011	November 16 - November 29	December 7, 2011
December 14, 2011	November 30 - December 13	December 21, 2011
December 28, 2011	December 14 - December 27	January 4, 2012
January 11, 2012	December 28 - January 10	January 18, 2012
January 25, 2012	January 11 - January 24	February 1, 2012
February 8, 2012	January 25 -February 07	February 15, 2012
February 22, 2012	February 08- February 21	February 29, 2012
March 7, 2012	February 22- March 06	March 14, 2012
March 21, 2012	March 07 - March 20	March 28, 2012
April 4, 2012	March 21 - April 3	April 11, 2012