

RECORD OF WORK

If you work the same hours every week for **ONLY 1 EMPLOYER OR AN AGENCY**:

DATE	TIME YOU BEGAN WORK	TIME YOU ENDED WORK	TIME YOU BEGAN 1ST BREAK (if applicable)	TIME YOU FINISHED 1ST BREAK (if applicable)	TIME YOU BEGAN 2ND BREAK (if applicable)	TIME YOU ENDED 2ND BREAK (if applicable)	ANY OTHER FREE TIME THAT YOU HAD ON THIS DAY?	DATE OF PAYCHECK & AMOUNT PAID
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HOW DO I PROTECT MY RIGHTS AND KEEP RECORDS OF MY WORK?

RECORD OF WORK

If you work for **ONLY 1 EMPLOYER OR AN AGENCY** and your hours change every week:

HOW DO I PROTECT MY RIGHTS AND KEEP RECORDS OF MY WORK?

DATE	TIME YOU BEGAN WORK	TIME YOU ENDED WORK	TIME YOU BEGAN 1ST BREAK (if applicable)	TIME YOU FINISHED 1ST BREAK (if applicable)	TIME YOU BEGAN 2ND BREAK (if applicable)	TIME YOU ENDED 2ND BREAK (if applicable)	ANY OTHER FREE TIME THAT YOU HAD ON THIS DAY?	DATE OF PAYCHECK & AMOUNT PAID
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REGISTER OF WORK

If you work for **MORE THAN 1 EMPLOYER**

DATE	EMPLOYER & THEIR ADDRESS	TIME YOU BEGAN WORK	TIME YOU ENDED WORK	TIME YOU BEGAN YOUR BREAK (if applicable)	TIME YOU FINISHED YOUR BREAK (if applicable)	ANY OTHER FREE TIME THAT YOU HAD ON THIS DAY?	DATE OF PAYCHECK & AMOUNT PAID
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HOW DO I PROTECT MY RIGHTS AND KEEP RECORDS OF MY WORK?

IF YOU ARE A PERSONAL ATTENDANT, KEEP TRACK OF WHAT YOU ARE DOING

NAME OF CLIENT: Baby Smith	AGE: 3
# OF PEOPLE IN HOUSEHOLD: 4	TYPE OF WORK: <input checked="" type="checkbox"/> NANNY <input type="checkbox"/> CAREGIVER <input type="checkbox"/> LIVE-IN <input checked="" type="checkbox"/> LIVE-OUT

HOW DO I PROTECT MY RIGHTS AND KEEP RECORDS OF MY WORK?

TIME	MON	TUE	WED	THU	FRI	SAT	SUN
9:00am	I arrived to work; prepared food for the baby (10 mins); Fed the baby (20 mins); Washed the dishes from breakfast (30 mins)	I arrived to work; prepared food for the baby (10 mins); Fed the baby (20 mins); Washed the dishes from breakfast (30 mins)	I arrived to work; prepared food for the baby (10 mins); Fed the baby (20 mins); Washed the dishes from breakfast (30 mins)	I arrived to work; prepared food for the baby (10 mins); Fed the baby (20 mins); Washed the dishes from breakfast (30 mins)	I arrived to work; prepared food for the baby (10 mins); Fed the baby (20 mins); Washed the dishes from breakfast (30 mins)	OFF	OFF
10:00am	I played with the baby; we went for a walk	I played with the baby; we went to a storyhour	I played with the baby; we went for a walk	I played with the baby; we went to a storyhour	I played with the baby; we went for a walk		
11:00am	Go to playground; Feed baby	Go to playground; Feed baby	Go to playground; Feed baby	Music Class: feed baby	Go to playground; Feed baby		
Noon	Put baby to sleep (20 mins); eat my personal lunch (20 mins); personal rest (20 mins)	Put baby to sleep (20 mins); eat my personal lunch (20 mins); personal rest (20 mins)	Put baby to sleep (20 mins); eat my personal lunch (20 mins); personal rest (20 mins)	Put baby to sleep (20 mins); eat my personal lunch (20 mins); personal rest (20 mins)	Put baby to sleep (20 mins); eat my personal lunch (20 mins); personal rest (20 mins)		
1:00pm	I cleaned the kitchen; I dusted and cleaned the living room	I washed the clothes	I cleaned the bathroom	I cleaned the kitchen; I dusted and cleaned the living room	Took a break		

SAMPLE CHART FOR PERSONAL ATTENDANT TO RECORD DUTIES

NAME OF CLIENT: _____ AGE: _____

OF PEOPLE IN HOUSEHOLD: _____ TYPE OF WORK: NANNY CAREGIVER LIVE-IN LIVE-OUT

TIME	MON	TUE	WED	THU	FRI	SAT	SUN
9 AM							
10 AM							
11 AM							
12 PM							

HOW DO I PROTECT MY RIGHTS AND KEEP RECORDS OF MY WORK?

HOW DO I PROTECT MY RIGHTS AND KEEP RECORDS OF MY WORK?

SAMPLE CHART FOR PERSONAL ATTENDANT TO RECORD DUTIES

NAME OF CLIENT: _____ AGE: _____

OF PEOPLE IN HOUSEHOLD: _____ TYPE OF WORK: NANNY CAREGIVER LIVE-IN LIVE-OUT

TIME	MON	TUE	WED	THU	FRI	SAT	SUN
1 PM							
2 PM							
3 PM							
4 PM							
5 PM							

SAMPLE CHART FOR PERSONAL ATTENDANT TO RECORD DUTIES

NAME OF CLIENT: _____ AGE: _____

OF PEOPLE IN HOUSEHOLD: _____ TYPE OF WORK: NANNY CAREGIVER LIVE-IN LIVE-OUT

TIME	MON	TUE	WED	THU	FRI	SAT	SUN
6 PM							
7 PM							
8 PM							
9 PM							
10 PM							

HOW DO I PROTECT MY RIGHTS AND KEEP RECORDS OF MY WORK?

SAMPLE CHART FOR PERSONAL ATTENDANT TO RECORD DUTIES

NAME OF CLIENT:	AGE:
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#OF PEOPLE IN HOUSEHOLD:	TYPE OF WORK: <input type="checkbox"/> NANNY <input type="checkbox"/> CAREGIVER <input type="checkbox"/> LIVE-IN <input type="checkbox"/> LIVE-OUT
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	MON	TUE	WED	THU	FRI	SAT	SUN
11 PM							
NIGHT							