HOW TO USE YOUR TIMEKEEPING TOOL

1. Please fill out a different sheet for each individual employer as follows:

2. **Employer type**: Your employer is the person or company that hires you, directs your schedule and how you do your work, and who pays you. Please select if you were hired directly by the client/individual or through an agency. Please select "hired by an individual who employs multiple workers" if you were hired by a third party such as a "route owner".

3. **Work type**: Please choose if you do cleaning work, gardening and/ or cooking. If you do more than one, please choose all that apply. Please also mark whether you live in or live outside of the employer's home.

4. **Contact information**: Please fill out this part using your employer's contact information: full name, address, and phone number.

5. Table to **track your hours**:
   - Fill out a different sheet for each employer
   - Track your hours per day and make sure to include the date, clock in and clock out hours, meal breaks, additional breaks, and total hours worked. Total hours worked should include any short breaks, but not your meal periods.
   - In the final column make sure to track how much you were paid and the date of payment.

6. Once you have tracked your hours and payment, you can use the **Paid Sick Leave table** to write down the time you have accrued and the time you were able to use:
   - You accrue 1 hour of paid sick leave per 30 hours of work. To calculate your accrued Paid Sick Leave, divide the total hours you worked for a single employer by 30.
   - If you used hours and received payment for them, please write down how many hours and the date when you used them on the right hand column.
   - If you requested time off but you were denied the request even though you had accrued paid sick leave, please use the Incident Report section to write down the date and all important details of this incident.

7. **Certify**: Make sure to sign and date your timekeeping sheet!