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**Basic Weekly Hours Log**

Employees Name:

Employers Name:

|  |  |  |  |
| --- | --- | --- | --- |
| **Week Commencing:** | |  | |
|  | | **Hours Worked** | | **Sleepover Hours** | | **Bank Holiday Hours** | **Expenses** |
| **Monday** | |  | |  | |  |  |
| **Tuesday** | |  | |  | |  |  |
| **Wednesday** | |  | |  | |  |  |
| **Thursday** | |  | |  | |  |  |
| **Friday** | |  | |  | |  |  |
| **Saturday** | |  | |  | |  |  |
| **Sunday** | |  | |  | |  |  |
| **TOTAL** | |  | |  | |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Week Commencing:** | |  | |
|  | | **Hours Worked** | | **Sleepover Hours** | | **Bank Holiday Hours** | **Expenses** |
| **Monday** | |  | |  | |  |  |
| **Tuesday** | |  | |  | |  |  |
| **Wednesday** | |  | |  | |  |  |
| **Thursday** | |  | |  | |  |  |
| **Friday** | |  | |  | |  |  |
| **Saturday** | |  | |  | |  |  |
| **Sunday** | |  | |  | |  |  |
| **TOTAL** | |  | |  | |  |  |

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| --- | --- | --- | --- |
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| **Tuesday** | |  | |  | |  |  |
| **Wednesday** | |  | |  | |  |  |
| **Thursday** | |  | |  | |  |  |
| **Friday** | |  | |  | |  |  |
| **Saturday** | |  | |  | |  |  |
| **Sunday** | |  | |  | |  |  |
| **TOTAL** | |  | |  | |  |  |

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| --- | --- | --- | --- |
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|  | | **Hours Worked** | | **Sleepover Hours** | | **Bank Holiday Hours** | **Expenses** |
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| **Tuesday** | |  | |  | |  |  |
| **Wednesday** | |  | |  | |  |  |
| **Thursday** | |  | |  | |  |  |
| **Friday** | |  | |  | |  |  |
| **Saturday** | |  | |  | |  |  |
| **Sunday** | |  | |  | |  |  |
| **TOTAL** | |  | |  | |  |  |

Other Information:

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Employee Signature:…………………………………………………………………….

Employer Signature: …………………………………………………………………