



## REPORT ON WEEKLY WORKING HOURS

Employee's name .....

Job title .....

Start and end dates of employment ..... – .....

Full working time / week .....

Form of salary  monthly salary  hourly pay  piecework pay

Amount of salary .....

Employer .....

Contact person ..... Tel. ....

Enter the **actual weekly working hours** in the *Hours* columns (e.g. in teaching work, 45 minutes = 1 hour).

For paid leave, mark V (leave) in addition to the hours according to payroll.

Year .....

Weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52
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Date

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Signature