

COOMBS COMPASSIONATE HOME CARE INC ®™

Box 1680, 109-111 Main Road, Bay Roberts, NL A0A 1G0 PH: 709-589-2191

PAY PERIOD: December 3-16, 2023

ACCESS WORKER: _____

Family Name: (LAST) _____ **(FIRST)** _____

Child/ren's Name(s): _____

Address: _____

Reports need to be handed in EVERY Monday.

Signed time sheets are due no later than 10AM Monday after period end date. **Please use BLACK INK!**

Week #1		ACTUAL VISIT TIME Please circle "am" or "pm"	TRAVEL TIME (# OF HRS.)	REPORTS COMPLETED please circle Yes or No and note number of reports
03	SUNDAY	Time of visit: am/pm am/pm		YES / NO
04	MONDAY	Time of visit: am/pm am/pm		YES / NO
05	TUESDAY	Time of visit: am/pm am/pm		YES / NO
06	WEDNESDAY	Time of visit: am/pm am/pm		YES / NO
07	THURSDAY	Time of visit: am/pm am/pm		YES / NO
08	FRIDAY	Time of visit: am/pm am/pm		YES / NO
09	SATURDAY	Time of visit: am/pm am/pm		YES / NO
WK #1 TOTAL HRS: _____		TOTAL of Visit Hours: _____	TOTAL of Travel: _____	TOTAL of REPORTS: _____

Week #2		ACTUAL VISIT TIME Please circle "am" or "pm"	TRAVEL TIME (# OF HRS.)	REPORTS COMPLETED please circle Yes or No and note number of reports
10	SUNDAY	Time of visit: am/pm am/pm		YES / NO
11	MONDAY	Time of visit: am/pm am/pm		YES / NO
12	TUESDAY	Time of visit: am/pm am/pm		YES / NO
13	WEDNESDAY	Time of visit: am/pm am/pm		YES / NO
14	THURSDAY	Time of visit: am/pm am/pm		YES / NO
15	FRIDAY	Time of visit: am/pm am/pm		YES / NO
16	SATURDAY	Time of visit: am/pm am/pm		YES / NO
WK #1 TOTAL HRS: _____		TOTAL of Visit Hours: _____	TOTAL of Travel: _____	TOTAL of REPORTS: _____

Cell phones ARE required for emergencies only BUT Laptops or Tablets are NOT permitted at any time.

Employee's Signature: _____

Agency Signature: _____

Please Drop off or forward time sheets to : FAX: 594-2062 or E-mail: juanita@coombshomecare.com

FOR OFFICE USE ONLY. PLEASE LEAVE BLANK.

TOTAL HOURS OF ACTUAL VISITS: _____ TOTAL HOURS OF TRAVEL (IF APPLICABLE): _____

TOTAL TIME OF REPORT WRITING: _____ TOTAL # OF HRS. TO BE INVOICED: _____

SEE CHEQUE/DD#: _____