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***California Domestic Worker Employment Timesheet***

***(for Personal Attendants)[[1]](#footnote-0)***

This time sheet should be used by domestic workers who are classified as personal attendants under California law and their employers. Personal attendants, under state law are nannies, caregivers, and home attendants who work in private homes and spend less than 20% of their time on non-caregiving duties, such as housekeeping, gardening, laundry, cooking, etc. and cleaning for the entire family. This means they spend at least 80% of their time providing caregiving services such as supervision, feeding, and dressing for children, seniors or people with disabilities.

***To Be Completed By the Employee***

|  |  |
| --- | --- |
| Employee Name: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Week of *[insert dates]*** | **Time In** | **Time Out** | **Total****Daily Hours** | **Paid Sick Hours Used** | **Vacation Hours****Used**  |
| Sunday  |  |  |  |  |  |
| Monday |  |  |  |  |  |
| Tuesday |  |  |  |  |  |
| Wednesday |  |  |  |  |  |
| Thursday  |  |  |  |  |  |
| Friday |  |  |  |  |  |
| Saturday  |  |  |  |  |  |
| **TOTAL WEEKLY HOURS**  |  |  |  |

\*I spent less than 20% of my time on non-caregiving duties, such as gardening, house cleaning, cooking for the family, making beds, etc.

I certify that the above record is true and correct.

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date | Employee Signature  |

***To Be Completed By the Employer***

Employers’ Name:

Regular Rate of Pay:[[2]](#footnote-1)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Rate** | **x Total Weekly Hours**  | **= Pay Owed**  |
| Regular Rate of Pay |  |  |  |
| Overtime (1.5x)[[3]](#footnote-2) |  |  |  |
| Double Time (2x)  |  |  |  |
| **TOTAL PAY OWED**  |  |
|  | **Rate** | **x Total Weekly Hours**  |  **= Hours Accrued** |
| Paid Time Off (*such as vacation*)  |  |  |  |
| Paid Sick Time  |  |  |  |

Date paid:

I certify that the above record is true and correct.

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date | Employer Signature  |

1. Created in consultation with the Women’s Employment Law Clinic at Golden Gate University. [↑](#footnote-ref-0)
2. See the Hand in Hand CA Domestic Worker Overtime Rules on calculating overtime pay at 1.5x or 2.0x and for information on how to calculate Regular Rate of Pay. [↑](#footnote-ref-1)
3. See the Hand in Hand CA Domestic Worker Overtime Rules on calculating overtime pay at 1.5x or 2.0x and for information on how to calculate Regular Rate of Pay. [↑](#footnote-ref-2)