

California Domestic Worker Employment Timesheet

Employers of domestic workers may use this timesheet template. **Domestic workers** work in private homes and are hired either directly by a family or through an agency. Domestic workers are nannies, childcare providers in private homes, homecare workers or attendants to people with disabilities or older adults, housecleaners, cooks and gardeners. Under state law, someone who works in a private home and provides services such as supervising, dressing, or feeding older adults, a child or a person with a disability of any age, and who spends no more than 20% of their work week on general housekeeping duties, like cleaning, cooking, laundry, or making beds, is considered a “**personal attendant.**” A domestic worker is NOT considered a “personal attendant,” if they spend more than 20% of their time on general housekeeping duties, like cleaning, cooking, laundry, or making beds and less than 80% of their time doing caregiving tasks such as feeding, dressing, or supervision of a person.

Requirements: Under California law, employers of domestic workers must keep time records for at least three years and must provide minimum wage, overtime pay, and paid sick leave.¹ Note that if your employee spends more than 20% of their total workweek on housework (cleaning, washing dishes, cooking, laundry-captured in the table below), then they are not considered “Personal Attendants,” and have stronger overtime protections and the right to meal and rest breaks. More information can be found in the [Hand in Hand CA Domestic Worker Employer Legal Responsibilities handout](#) and Hand in Hand [Overtime handout](#).

Instructions: Your employee should fill out the timesheet weekly and you both should review and sign it.

Instructions for the employee:

1. Contact information: write your full name, address, and phone number.
2. Table to track your hours:
 - a. “Week of:” Specify the dates of the week you are tracking.
 - b. For each workday, make sure to track the time you started and ended your shift, if you took a meal break or other rest break, and the total number of hours per day you worked.

¹ If you offer a paid time off plan that covers paid sick leave, the plan must satisfy the accrual, carryover, and use requirements of the California Paid Sick Leave Law. An employee accrues 1 hour of paid sick leave for every 30 hours worked. The employer may limit the use of paid sick leave to 24 hours or 3 days, whichever is more. Please see FAQs about the law here: https://www.dir.ca.gov/dlse/paid_sick_leave.htm.

3. Table to track your tasks: In addition to tracking your full work hours, you should also track how much time you spend doing housework in a workweek. If you spend more than 20% of your total workweek on housework (cleaning, washing dishes, cooking, laundry), you have stronger overtime protections, and you have the right to meal and rest breaks.
4. Make sure to sign and date the timekeeping sheet!

Instructions for employer:

1. Contact information: write your full name, address, and phone number.
2. Table to calculate regular, overtime wages owed: see the Hand in Hand [CA Domestic Worker Overtime Rules](#) resource on calculating overtime pay at 1.5x or 2.0x and for information on how to calculate Regular Rate of Pay.
3. Table to track Paid Sick Leave Accrual: Once you have tracked the employee's hours and payment, you can use the Paid Sick Leave table to write down the sick time accrued:
 - a. Your employee accrues 1 hour of paid sick leave per 30 hours of work. To calculate the accrued Paid Sick Leave, divide the total hours worked in a single week by 30.
 - b. If your employee used hours and received payment for them, write down how many hours and the date when they were used on the right hand column.
4. Make sure to sign and date the timekeeping sheet!

To be completed by the employee:

My name is: _____

My phone number is: _____

My address is: _____

Check all that apply:

Work Type:

- nanny
- homecare worker
- live-in
- live-out

Week of:	Time In	Time Out	Meal Period Start	Meal Period End	Did you take a break?	Total Hours/Day
Sunday					Yes No	
Monday					Yes No	
Tuesday					Yes No	
Wednesday					Yes No	
Thursday					Yes No	
Friday					Yes No	
Saturday					Yes No	
						Weekly Total:

Housekeeping Task*	Weekly Total Amount of Time
Laundry	
Cooking	
Cleaning	
Gardening	
Other Housekeeping tasks	
SUM of all weekly time amounts =	

To be completed by the employer:

Name of employer: _____

Phone number: _____

Address: _____

Regular Rate of Pay:

	Rate	x Total Weekly Hours	= Pay Owed
Regular Rate of Pay			
Overtime (1.5x)			
Double Time (2x)			
TOTAL PAY OWED =			
Date:	TOTAL PAID =		

Paid sick leave accrued (total hours divided by 30)	Paid sick leave used & those dates
Paid vacation accrued	Paid vacation used & those dates

I acknowledge that the above record is true and correct.

Date

Employee Signature

Date

Employer Signature



HAND IN HAND
THE DOMESTIC
EMPLOYERS NETWORK

This timesheet was created in consultation with the Women's Employment Law Clinic at Golden Gate University. This timesheet does not constitute legal advice and/or may not capture all legally mandated record keeping requirements.

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