

Employers must formally record, with their employee, a weekly log of work dates, hours, pay per hour, paid time off taken, and paid time off accrued. This record must be made available to the employee at all times.

# Domestic Worker Timesheet

*To Be Completed by the Employee*

Week of: \_\_\_\_\_

	Time In	Time Out	Meal Period In	Meal Period Out*	Total Daily Hours	Paid Sick Hours Used	Vacation Hours Used
Sun							
Mon							
Tue							
Wed							
Thu							
Fri							
Sat							
<b>Total Weekly Hours:</b>							

**I certify that the above record is true and correct.**

**Employee Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\* Workers should receive one 10 minute break for every 4 hours worked, and a 30 minute meal break every 5 hours worked. In order for a break to be considered unpaid, the worker must be able to leave the workplace for the duration of the break. If that is not possible, the break is considered "on duty" and should be paid.

Find more resources at [domesticemployers.org](http://domesticemployers.org)



**HAND IN HAND**  
THE DOMESTIC  
EMPLOYERS NETWORK

# Domestic Worker Timesheet

*To Be Completed by the Employer*

	Rate/Hour	Total Weekly Hours	Pay Owed
<b>Regular Pay</b>			
<b>Overtime (1.5x)*</b>			
<b>Total Pay Owed:</b>			
	Rate/Hour	Total Weekly Hours	Hours Accrued
<b>Paid Time Off**</b>			
<b>Paid Sick Time***</b>			

**I certify that the above record is true and correct.**

**Employer Name:** \_\_\_\_\_

**Employer Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Date Paid:** \_\_\_\_\_

\* Ensure you are complying with city and state laws by checking with your local Department of Labor. Hand in Hand recommends that you pay overtime at a rate of 1.5x the hourly rate after 8 hours per day and after 40 hours per week. If an employee works on a holiday, compensate them at 1.5x the rate of pay.

\*\* Hand in Hand recommends that you provide your employee 1 hour of vacation time for every 20 hours worked.

\*\*\* Hand in Hand recommends that you provide your employee 1 hour of paid sick leave for every 30 hours worked.