



California Domestic Worker 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. They include 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 supervising 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, etc. as captured in the table below), then they are not considered a “personal attendant” and have stronger overtime protections and the right to meal and rest breaks. More information can be found in Hand in Hand’s [California Domestic Worker Employer Legal Responsibilities resource](#) and Hand in Hand’s [California Domestic Worker Overtime Rules resource](#).



[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 at https://www.dir.ca.gov/dlse/paid_sick_leave.htm.

Instructions

You and your employee should fill out the timesheet weekly, and you both should review and sign it.



For the employee:

1. Write your full name, address, and phone number.
2. Track your hours:
 - a. For “Week of,” specify the dates of the week you are tracking.
 - b. For each workday, notate 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.
3. 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 the right to meal and rest breaks.
4. Sign and date the timesheet.

For the employer:

1. Write your full name, address, and phone number.
2. Use the table to calculate regular and overtime wages owed. See Hand in Hand’s [California Domestic Worker Overtime Rules](#) for calculating the regular rate of pay and overtime pay at 1.5x or 2.0x.
3. 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. Sign and date the timesheet.



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To Be Completed by the Employee:

Name: _____ Phone: _____

Address: _____

Check all that apply: ☐ Nanny ☐ Homecare Worker ☐ Housecleaner
 ☐ Live-in ☐ Live-out

Week of: _____

	Time In	Time Out	Meal Start	Meal End	Break?	Total Hours
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						

Housekeeping Tasks Hrs/Week

Weekly Total: _____

Laundry: _____

Cooking: _____

Cleaning: _____

Other Housekeeping: _____

Gardening: _____

Weekly Total: _____

To Be Completed by the Employer:

Name: _____ Phone: _____

Address: _____

Date: _____

	Rate	x Total Weekly Hours	= Pay Owed
Regular			
Overtime (1.5x)			
Double Time (2x)			

Total Pay Owed: _____

Total Paid: _____

Paid Sick Leave Accrued (Total Hours ÷ 30)	Paid Sick Leave Used	Date(s) Used
Paid Vacation Accrued	Paid Vacation Used	Date(s) Used

I acknowledge the above record is true and correct.

Employee Signature: _____ Date: _____

Employer Signature: _____ Date: _____

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.