

**CHRISTMAS BREAK 2018
PAY CONFIRMATION FORM**

This form should be submitted after all workdays have been completed.

Student Name _____

Company Name _____ Supervisor _____ Phone # _____

Directions:

- On the calendar printed *below the dotted line*, indicate which days you worked during Christmas break by placing an 'X' on the correct day. If you only work a half day, please write '½' on the corresponding date. Payment for partial days will be prorated. *On days that you do not work, leave the box blank.*
- Please review the calendar to the right as an example.* In the example, the student worked 4 full days and two half days.

Mon	Tue	Wed	Thu	Fri
X Dec 21	X Dec 22	Dec 23	Dec 24	Dec 25
X Dec 28	X Dec 29	Dec 30	Dec 31	Jan 1

- Your timesheet is due on/or before **January 7** (either email to CWSP or turn it in at school).
- CWSP will invoice Partner companies at a rate of \$95/day at the end of January.

FINAL PAY CONFIRMATION: Please complete the calendar below according to the instructions above.

Mon	Tue	Wed	Thu	Fri
Dec 24	Dec 25	Dec 26	Dec 27	Dec 28
Dec 31	Jan 1	Jan 2	Jan 3	Jan 4

NOTE: Students are responsible to ensure that this form is signed and returned to the CWSP office no later than 8:00am on Monday, January 7 or they can be emailed too. ***Checks will be distributed to students at school once ALL forms are received. No student payment will be made until the signed confirmation form is received.***

Total # of days worked during Christmas Vacation _____

Student Signature

Date

Supervisor Signature

Date