

**CHRISTMAS BREAK 2023
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 '1/2' 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	Example 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 5** (either email to CWSP or turn it in at school).

- CWSP will invoice Partner companies at a rate of \$180/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 18	Dec 19	Dec 20	Dec 21	Dec 22
Dec 25	Dec 26	Dec 27	Dec 28	Dec 29
Jan 1	Jan 2	Jan 3		

NOTE: Students are responsible to ensure that this form is signed and returned to the CWSP office no later than 8:00am on January 5 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