



Optimal Therapy Associates Services
2495 Main Street • Suite 234 • Buffalo, NY 14214
Phone (716) 836-5929 Fax (716) 836-6057

Pay Period: 11/4/2024-11/15/2024 Due @ OTAS Office by NOON on Monday

Date	11/4	11/5	11/6	11/7	11/8	11/11	11/12	11/13	11/14	11/15	
Day of the week	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	TOTAL
Time In	7:30	7:30		7:30	7:30		7:30	7:30	7:30	7:30	
Lunch In / Out	12:30-1	12:30-1		11:30-12	12:30-1		12:30-1	12:30-1	11:30-12	12:30-1	
Time Out	3	3		1	3		3	3	2	3	
Contract Codes	Hours										
N. Collins P38	6.5			2			7				15.5
Randolph P22					4			3			7
Global P63		6			3				6	7	22
Erie County 160	.5	1									1.5
Depew P13				3				4			7
PTO			7								7
Sick				2					1		3
Float											0
Holiday/Break						7					7
District *											0
Training**											0
Total hours	7	7	7	7	7	7	7	7	7	7	70

PTO - Scheduled time off/vacation

Holiday/Break - School approved holidays/recess

Sick - MD appointments, illness

District - Snow Days, district specific time off, pre-approved extra paperwork time, etc.

Float - Time off for any reason

Training - Must be pre-approved

Employee Name Printed

Employee Signature

Date