

Certification of Time for Extended Employment


Each central office employee shall complete and submit this form to the immediate supervisor for each pay period at the time designated by Central Office personnel.

EMPLOYEE'S NAME: Jay Brewer POSITION/DEPARTMENT: Superintendent

PAY PERIOD BEGINNING: JANUARY 7, 2015 PAY PERIOD ENDING: JANUARY 21, 2015

DATE	On Campus Work Day	Off Campus Work Day	Off Campus Site	LEAVE TYPE/ AMOUNT USED ³
1/7/15		✓		NISL- EKN
1/8/15		✓		NISL- EKN
1/9/15	✓			
1/12/15	✓			
1/13/15	✓			
1/14/15		✓		METS Center- Superintendent Meeting
1/15/15	✓			
1/16/15	✓			
1/19/15	✓			
1/20/15	✓			
1/21/15	✓			
TOTAL DAYS WORKED		11		

I hereby certify that this time sheet is a correct statement of actual days worked during this pay period.


Signature of Employee

1/22/15
Date

Signature of Supervisor

Date

³LEAVE KEY

E=emergency	P=personal
H=holiday	S=sick
J=jury	U=unpaid
M=military/disaster	V=vacation
NC=Non Contract Day	

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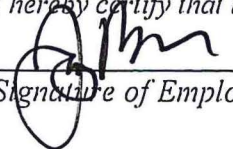
Each central office employee shall complete and submit this form to the immediate supervisor for each pay period at the time designated by Central Office personnel.

EMPLOYEE'S NAME: Jay Brewer POSITION/DEPARTMENT: Superintendent

PAY PERIOD BEGINNING: DECEMBER 22, 2014 PAY PERIOD ENDING: JANUARY 6, 2015

DATE	On Campus Work Day	Off Campus Work Day	Off Campus Site	LEAVE TYPE/ AMOUNT USED ³
12/22/14	✓			
12/23/14	✓			
12/24/14				Holiday
12/25/14				Holiday
12/26/14				
12/29/14	✓			
12/30/14	✓			
12/31/14				Holiday
1/1/15				Holiday
1/2/15	✓			
1/5/15	✓			
1/6/15	✓			
TOTAL DAYS WORKED		7		

I hereby certify that this time sheet is a correct statement of actual days worked during this pay period.


Signature of Employee

1/22/15
Date

Signature of Supervisor

Date

Review/Revised: 6/4/14

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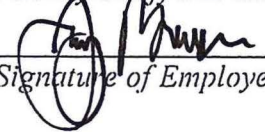
Each central office employee shall complete and submit this form to the immediate supervisor for each pay period at the time designated by Central Office personnel.

EMPLOYEE'S NAME: Say Brewer POSITION/DEPARTMENT: Superintendent

PAY PERIOD BEGINNING: DECEMBER 8, 2014 PAY PERIOD ENDING: DECEMBER 19, 2014

DATE	On Campus Work Day	Off Campus Work Day	Off Campus Site	LEAVE TYPE/ AMOUNT USED ³
12/8/14		✓		KASS Meeting Louisville Ky
12/9/14	✓			
12/10/14	✓			
12/11/14	✓			
12/12/14	✓			
12/15/14	✓			
12/16/14	✓			
12/17/14		✓		NISL - EKN
12/18/14		✓		NISL - EKN
12/19/14	✓			
TOTAL DAYS WORKED		10		

I hereby certify that this time sheet is a correct statement of actual days worked during this pay period.


Signature of Employee

1/28/15
Date

Signature of Supervisor

Date

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J=jury	U=unpaid
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