

Certification of Time for Extended Employment

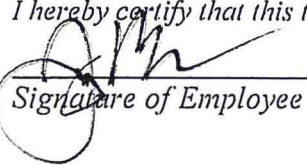
Each central office employee shall complete and submit this form to the immediate supervisor for each pay period at the time designated by Central Office personnel.

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

PAY PERIOD BEGINNING: MARCH 23, 2015 PAY PERIOD ENDING: APRIL 6, 2015

DATE	On Campus Work Day	Off Campus Work Day	Off Campus Site	LEAVE TYPE/ AMOUNT USED <sup>3</sup>
3/23/15	✓			
3/24/15	✓			
3/25/15		✓		NISL - EKN
3/26/15		✓		NISL - EKN
3/27/15				Personal Day
3/30/15				Non-Contract
3/31/15				Non-Contract
4/1/15				Non-Contract
4/2/15				Non-Contract
4/3/15				Non-Contract
4/6/15	✓			
TOTAL DAYS WORKED		5		

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

 Signature of Employee

4/20/15  
Date

Signature of Supervisor

Date

Review/Revised: 6/4/14

<sup>3</sup>LEAVE 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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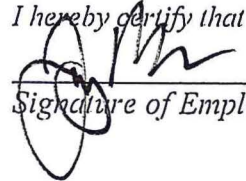
Each central office employee shall complete and submit this form to the immediate supervisor for each pay period at the time designated by Central Office personnel.

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

PAY PERIOD BEGINNING: APRIL 7, 2015 PAY PERIOD ENDING: APRIL 20, 2015

DATE	On Campus Work Day	Off Campus Work Day	Off Campus Site	LEAVE TYPE/ AMOUNT USED <sup>3</sup>
4/7/15	✓			
4/8/15	✓			
4/9/15	✓			
4/10/15	✓			
4/13/15	✓			
4/14/15	✓			
4/15/15		✓		Outgoing Superintendent Meeting
4/16/15	✓			
4/17/15	✓			
4/20/15	✓			
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

4/20/15  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

Review/Revised: 6/4/14

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