

Certification of Time for Extended Employment

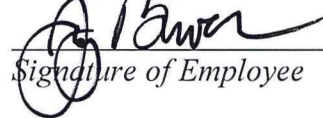
Each central office employee shall complete and submit this form to the immediate supervisor for each pay period at the time designated by Central Office personnel.

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

PAY PERIOD BEGINNING: SEPTEMBER 7, 2015 PAY PERIOD ENDING: SEPTEMBER 18, 2015

DATE	On Campus Work Day	Off Campus Work Day	Off Campus Site	LEAVE TYPE/ AMOUNT USED ³
9/7/15	✓			
9/8/15	✓			
9/9/15		✓		Superintendent Meeting - Gateway
9/10/15	✓			(Chamber of Commerce)
9/11/15	✓			
9/14/15	✓			
9/15/15	✓			
9/16/15	✓			Pleas Awards Devan
9/17/15	✓			Langdon Food Service
9/18/15	✓			
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

10/26/16
Date

Signature of Supervisor

Date

Review/Revised: 4/6/15

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 Brinks POSITION/DEPARTMENT: Superintendent

PAY PERIOD BEGINNING: SEPTEMBER 21, 2015 PAY PERIOD ENDING: OCTOBER 2, 2015

DATE	On Campus Work Day	Off Campus Work Day	Off Campus Site	LEAVE TYPE/ AMOUNT USED ³
9/21/15		✓		Kentucky Continuous Improvement Conf.
9/22/15		✓		" " " "
9/23/15	✓			
9/24/15	✓			
9/25/15	✓			
9/28/15	✓			NKCES Facility Meeting
9/29/15	✓			
9/30/15	✓			
10/1/15	✓			
10/2/15	✓			
TOTAL DAYS WORKED		10		

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

Jay Brinks
Signature of Employee

10/26/15
Date

Signature of Supervisor

Date

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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: OCTOBER 5, 2015 PAY PERIOD ENDING: OCTOBER 16, 2015

DATE	On Campus Work Day	Off Campus Work Day	Off Campus Site	LEAVE TYPE/ AMOUNT USED ³
10/5/15	✓			Addressing Poverty Conf.
10/6/15	✓			" " "
10/7/15	✓			
10/8/15	✓			
10/9/15	✓			
10/12/15	✓			
10/13/15	✓			
10/14/15	work	✓		CCLD Literary Conf.
10/15/15	work	✓		CCLD Literary Conf.
10/16/15	work	✓		CCLD Literary Conf / United Way
TOTAL DAYS WORKED		10		

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Signature of Employee

10/26/15
Date

Signature of Supervisor

Date

Review/Revised: 4/6/15

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