

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: DECEMBER 7, 2015 PAY PERIOD ENDING: DECEMBER 18, 2015

DATE	On Campus Work Day	Off Campus Work Day	Off Campus Site	LEAVE TYPE/ AMOUNT USED ³
12/7/15		KASS ✓	Louisville	KASS - Louisville
12/8/15	✓			
12/9/15		✓	Gateway	Regional Superintendent Meeting
12/10/15	✓			
12/11/15	✓			
12/14/15	✓			
12/15/15	✓			
12/16/15	✓			
12/17/15	✓			
12/18/15	✓			
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

1/22/16
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

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 Blewer POSITION/DEPARTMENT: Superintendent
 PAY PERIOD BEGINNING: DECEMBER 21, 2015 PAY PERIOD ENDING: JANUARY 8, 2016

DATE	On Campus Work Day	Off Campus Work Day	Off Campus Site	LEAVE TYPE/ AMOUNT USED ³
12/21/15	✓			
12/22/15	✓			
12/23/15	✓			
12/24/15	Holiday			
12/25/15	Holiday			
12/28/15	✓			
12/29/15	✓			
12/30/15	✓			
12/31/15	Holiday			
1/1/16	Holiday			
1/4/16	✓			
1/5/16	✓			
1/6/16	✓			
1/7/16	✓			
1/8/16	✓			
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

1/22/16
 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