

# 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 Meeks POSITION/DEPARTMENT: Superintendent  
 PAY PERIOD BEGINNING: MAY 28, 2018 PAY PERIOD ENDING: JUNE 15, 2018

DATE	On Campus Work Day	Off Campus Work Day	Off Campus Site	LEAVE TYPE/ AMOUNT USED <sup>3</sup>
5/28/18	✓			
5/29/18	✓			
5/30/18	✓			
5/31/18	✓			
6/1/18	✓			
6/4/18	✓			
6/5/18	✓			
6/6/18	✓			
6/7/18	✓			
6/8/18		✓		Technology KDE Training - Anchorage
6/11/18	✓			
6/12/18	✓			
6/13/18	✓			
6/14/18				NKCES Retreat Louisville
6/15/18		✓		NKCES Retreat Louisville
TOTAL DAYS WORKED				

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

Signature of Employee [Signature] Date 6/18/18 Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Review/Revised: 3/16/18

<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			

## Certification of Time for Extended Employment

EMPLOYEE'S NAME: Jay Brewer POSITION/DEPARTMENT: Symphony Student

PAY PERIOD BEGINNING: MAY 15, 2018 PAY PERIOD ENDING: MAY 25, 2018

DATE	On Campus Work Day	Off Campus Work Day	Off Campus Site	LEAVE TYPE/ AMOUNT USED <sup>3</sup>
5/15/18	✓			
5/16/18	✓			
5/17/18	✓			
5/18/18	✓			
5/21/18	✓			
5/22/18	✓			
5/23/18	✓			
5/24/18	✓			
5/25/18	✓			
TOTAL DAYS WORKED	9			

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

Date \_\_\_\_\_

Review/Revised: 3/16/17

## PERSONNEL

### 3 LEAVE KEY

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