

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.

PAY PERIOD BEGINNING: NOVEMBER 19, 2018 PAY PERIOD ENDING: NOVEMBER 30, 2018

DATE	On Campus Work Day	Off Campus Work Day	Off Campus Site	LEAVE TYPE/ AMOUNT USED ³
11/19/18	✓			
11/20/18	✓			
11/21/18	On ✓			
11/22/18	Holiday			
11/23/18	Non Contract			
11/26/18	✓			
11/27/18	✓			
11/28/18	✓			
11/29/18	✓	✓		Frankfort - KDE Graduation Requirements
11/30/18	✓			
TOTAL DAYS WORKED		8		

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

Date _____

3 LEAVE KEY

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