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 2, 2020 **PAY PERIOD ENDING:** MARCH 13, 2020

DATE	On Campus Work Day	Off Campus Work Day	Off Campus Site	LEAVE TYPE/AMOUNT USED[3]
3/2/20	✓			
3/3/20	✓			
3/4/20	✓			
3/5/20	✓			
3/6/20	✓			
3/9/20	✓			
3/10/20	✓			
3/11/20	✓			
3/12/20	✓			
3/13/20	✓			
	10			

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

Jay Brewer 3/24/20

Signature of Employee *Date* *Signature of Supervisor* *Date*

Review/Revised: 3/21/18

[3]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

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: FEBRUARY 17, 2020 **PAY PERIOD ENDING:** FEBRUARY 28, 2020

DATE	On Campus Work Day	Off Campus Work Day	Off Campus Site	LEAVE TYPE/ AMOUNT USED[3]
2/17/20	✓			
2/18/20	✓			
2/19/20	✓			
2/20/20	✓			
2/21/20	✓	✓		KSBA
2/24/20	✓			
2/25/20	✓			
2/26/20	✓			
2/27/20	✓			
2/28/20	✓			
TOTAL DAYS WORKED	10			

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

Jay Brewer — *Signature of Employee*

3/28/20 — *Date*

Signature of Supervisor

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	

Review/Revised: 3/21/18