PERSONNEL

## **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: Jan Brener

PAY PERIOD BEGINNING: MAY 3, 2021 **PAY PERIOD ENDING: MAY 14, 2021** 

DATE	On Campus Work	Off Campus Work	Off Campus Site	LEAVE TYPE/ AMOUNT USED <sup>3</sup>	
5/2/21	The Day	Day		KASS Lonisville	
5/3/21 5/3/21	telle	/		KASS LOWITS. ]]e	
5/4/21	tun	~		KASS Lonisville	
5/5/21	<i>\</i>				
5/6/21	$\checkmark$				
5/7/21					
5/10/21					
5/11/21	$\checkmark$				
5/12/21			Scott & Day ton	NKCES Scott High School	
5/13/21			i i		
5/14/21	*	$\checkmark$	Ompter & Lon: Fille	KSOA LONITUIR	
				A second second	
TOTAL DAY	S WORKED 11				

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

Signature of Employee

Signature of Supervisor

<sup>3</sup>LEAVE KEY **P**=personal E=emergency H=holiday S=sick J=jury U=unpaid M=military/disaster V=vacation NC=Non Contract Day

Date

Review/Revised: 3/21/18

## PERSONNEL

## **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. Jay Mewer Position/Department: Superintendent

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Empl	OYEE	'S N	AME:

PAY PERIOD BEGINNING: APRIL 12, 2021 PAY PERIOD ENDING: APRIL 30, 2021

DATE	On Campus Work Day	Off Campus Work Day	Off Campus Site	LEAVE TYPE/ AMOUNT USED <sup>3</sup>
4/12/21				
4/13/21				
4/14/21				NKCES Sugerintendent Scott
4/15/21		>	A large to the second	NKCES Superintendent Scott KASA Superintendent (travel by KASA)
4/16/21				
4/19/21				
4/20/21			*	
4/21/21				
4/22/21				
4/23/21				
4/26/21				
4/27/21				
4/28/21				
4/29/21	1			
4/30/21				
TOTAL	DAYS WORKED			

I hereby certify that this time sheet is a correct statement of actual days worked during this pay period.				<sup>3</sup> LEAVE KEY	
(And 2)	5/17/21			E=emergency	P=personal
Signature of Employee	Date	Signature of Supervisor	Date	H=holiday	S=sick
Signation of Employee	2410	2.8	Dure	J=jury	U=unpaid
$\bigcirc$			()	M=military/disaste	er V=vacation
Review/Revised: 3/21/18				NC=Non Contract	Day

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