

PERSONNEL

03.121 AP.23

Certification of Time for Extended Employment

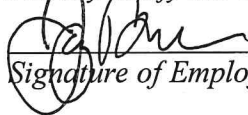
Each central office employee shall complete and submit this form to the immediate supervisor for each pay period at the time designated by Central Office personnel.

EMPLOYEE'S NAME: Jay BAEWER POSITION/DEPARTMENT: Superintendent

PAY PERIOD BEGINNING: OCTOBER 11, 2021 PAY PERIOD ENDING: OCTOBER 29, 2021

DATE	On Campus Work Day	Off Campus Work Day	Off Campus Site	LEAVE TYPE/ AMOUNT USED ³
10/9/21	✓			Alumni Outing in Gil Lynn Park
10/11/21	✓			
10/12/21	✓			
10/13/21	✓			
10/14/21	✓			
10/15/21	✓			
10/18/21	✓			
10/19/21	✓			
10/20/21	✓			
10/21/21	✓			
10/22/21	✓			
10/25/21	✓			
10/26/21	✓			
10/27/21	✓			
10/28/21	✓			
10/29/21	NC	NC		Dent of Mother
TOTAL DAYS WORKED		15		

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


Signature of Employee

11/16/21
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

Review/Revised: 3/21/18

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 Menden POSITION/DEPARTMENT: Superintendent
PAY PERIOD BEGINNING: NOVEMBER 1, 2021 PAY PERIOD ENDING: NOVEMBER 12, 2021

DATE	On Campus Work Day	Off Campus Work Day	Off Campus Site	LEAVE TYPE/ AMOUNT USED ³
11/1/21	✓			
11/2/21	✓			
11/3/21	NSC			Mom's Funeral
11/4/21	✓			
11/5/21	✓			
11/8/21	✓			
11/9/21	✓			
11/10/21	✓	✓		New Superintendent Training Louisville
11/11/21	✓			
11/12/21	1/2 day			Turned H-171 Wtcs
TOTAL DAYS WORKED		8 1/2		

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

Signature of Employee [Signature] Date 11/11/21
Signature of Supervisor _____ Date _____

Review/Revised: 3/21/18

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