

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: DECEMBER 20, 2021 PAY PERIOD ENDING: DECEMBER 31, 2021

DATE	On Campus Work Day	Off Campus Work Day	Off Campus Site	LEAVE TYPE/ AMOUNT USED ³
12/20/21	✓			
12/21/21	✓			
12/22/21	✓			
12/23/21	✓			
12/24/21	Holiday			
12/27/21	Holiday			
12/28/21	✓			
12/29/21	✓			
12/30/21	✓			
12/31/21	Holiday			
TOTAL DAYS WORKED		7		

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

[Signature]
Signature of Employee

1/25/22
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

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 Brewer POSITION/DEPARTMENT: Superintendent

PAY PERIOD BEGINNING: JANUARY 3, 2022 PAY PERIOD ENDING: JANUARY 14, 2022

DATE	On Campus Work Day	Off Campus Work Day	Off Campus Site	LEAVE TYPE/ AMOUNT USED ³
1/3/22	✓			
1/4/22	✓			
1/5/22	✓			
1/6/22	✓			
1/7/22	✓			
1/10/22	✓			
1/11/22	✓			
1/12/22	✓	✓		Frankfort KASA Day
1/13/22	✓			
1/14/22	✓			
TOTAL DAYS WORKED		10		

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

[Signature]
Signature of Employee

1/26/22
Date

Signature of Supervisor

Date

³LEAVE KEY

E=emergency P=personal
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Review/Revised: 3/21/18