

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 28, 2022 PAY PERIOD ENDING: MARCH 11, 2022

DATE	On Campus Work Day	Off Campus Work Day	Off Campus Site	LEAVE TYPE/AMOUNT USED ³
2/28/22	✓			
3/1/22	✓			
3/2/22	✓			
3/3/22	✓			
3/4/22	NC			Non-Contract
3/7/22	✓			
3/8/22	✓			
3/9/22	✓			
3/10/22		✓		WKN - Victoria Fellows
3/11/22		✓		WKN - Victoria Fellows
		9		

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

[Signature]
 Signature of Employee

3/22/22
 Date

 Signature of Supervisor

 Date

Review/Revised: 3/21/18

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: FEBRUARY 14, 2022 PAY PERIOD ENDING: FEBRUARY 25, 2022

DATE	On Campus Work Day	Off Campus Work Day	Off Campus Site	LEAVE TYPE/ AMOUNT USED ³
2/14/22	✓			
2/15/22	✓			
2/16/22	✓			
2/17/22	2/17/22	✓		AASA - Conference
2/18/22		✓		AASA - Conference
2/21/22	✓			
2/22/22	✓			
2/23/22	✓			
2/24/22	✓			
2/25/22		✓		KSBA - Laniwai
2/19/22		✓		AASA - Conference
2/26/22		✓		KSBA - Laniwai
TOTAL DAYS WORKED		12		

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

[Signature]
Signature of Employee

3/22/22
Date

Signature of Supervisor

Date

Review/Revised: 3/21/18

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