

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: NOVEMBER 28, 2022 PAY PERIOD ENDING: DECEMBER 16, 2022

DATE	On Campus Work Day	Off Campus Work Day	Off Campus Site	LEAVE TYPE/ AMOUNT USED ³
11/28/22	✓			
11/29/22	✓			
11/30/22	✓			
12/1/22	✓			
12/2/22	✓			KASS Conference
12/4/22 12/5/22		✓		KASS Conference
12/6/22		✓		KASS Conference
12/7/22	✓			
12/8/22	✓			
12/9/22	✓			
12/12/22	✓			
12/13/22	✓			
12/14/22	✓			
12/15/22	✓			
12/16/22	✓			
TOTAL DAYS WORKED		16		

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

Signature of Employee [Signature] Date 1/24/23 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

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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 Bender POSITION/DEPARTMENT: Superintendent

PAY PERIOD BEGINNING: DECEMBER 19, 2022 PAY PERIOD ENDING: DECEMBER 30, 2022

DATE	On Campus Work Day	Off Campus Work Day	Off Campus Site	LEAVE TYPE/ AMOUNT USED ³
12/19/22	✓			
12/20/22	✓			
12/21/22	✓			
12/22/22	✓			
12/23/22	Holiday			
12/26/22	Holiday			
12/27/22	✓			
12/28/22	✓			
12/29/22	✓			
12/30/22	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

1/29/23
Date

Signature of Supervisor

Date

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

PAY PERIOD BEGINNING: JANUARY 2, 2023 PAY PERIOD ENDING: JANUARY 13, 2023

DATE	On Campus Work Day	Off Campus Work Day	Off Campus Site	LEAVE TYPE/ AMOUNT USED ³
1/2/23	Holiday			
1/3/23	✓			
1/4/23	✓			
1/5/23	✓			
1/6/23	✓			
1/9/23	✓			
1/10/23	✓			
1/11/23		✓		NKCES Regional Superintendent Meeting
1/12/23	✓			
1/13/23	✓			
TOTAL DAYS WORKED		9		

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


Signature of Employee

1/27/23
Date

Signature of Supervisor

Date

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