CHENEY SCHOOL DISTRICT - ADMINISTRATIVE EMPLOYEE

FLEXIBLE DAY TIMESHEET

RUNNING RECORD

KEY :
Z = PERSONAL LEAVE CONVERSION
AD = PER DIEM DAYS
PER DIEM DAYS REQUIRE APPROVAL OF SUPERINTENDENT

NAME: _____

3 Personal Leave Day Conversions Possible
(Code Z)
6 Per Diem Days Possible 2017-18 (Code AD)
Days must be worked beyond regular contract days per CAA Agreement

DATE 0/0/00	(Check) 1/2 Day (4 Hrs.)	(Check) 1 Day (8 Hrs.)	KEY	EMPLOYEE INITIALS**	EXPLANATION (REQUIRED) Work which was Accomplished	SUPERINTENDENT INITIALS

**Administrator initials attest that work described has been accomplished.

Form No. 521, Rev. 9-17