CHENEY SCHOOL DISTRICT - ADMINISTRATIVE EMPLOYEE

FLEXIBLE DAY TIMESHEET
RUNNING RECORD

EMPLOYEE NAME:_____

Key:

Z Personal Leave Conversion (3 possible days)

AD Per Diem Days (6 possible days worked beyond regular contract days per CAA Agreement)
Requires Superintendent approval

DATE MM/DD/YY	(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.