

## Professional Development Day Time Sheet

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|----------------------------------------|--|
| <b>Employee's Name</b> (please print): |  |
| <b>Building:</b>                       |  |
| <b>Date Submitted:</b>                 |  |

- This is the only mechanism for you to get paid for the flexible Professional Development Day (previously February 7<sup>th</sup>).
- Timesheets must be received by **June 10th** to Payroll for payment. Your building Administrator will need to sign off on this timesheet before submittal to Payroll.
- Timesheets cannot be held for payment after they are worked.

| Professional Development Day                                                                                               | Hours Worked | Employee Initials | Administrators Initials |
|----------------------------------------------------------------------------------------------------------------------------|--------------|-------------------|-------------------------|
| <b>Date:</b> _____<br><br><b>Professional Development Attended/Work-Related Activity:</b> _____<br>_____<br>_____<br>_____ |              |                   |                         |

By signing this timesheet, I attest that I have participated in Professional Development Days list above. I understand that I must submit this completed timesheet by June 10th to Payroll.

|                                 |             |        |
|---------------------------------|-------------|--------|
| <b>Employee's Signature:</b>    | (Signature) | (Date) |
| <b>Administrator Signature:</b> | (Signature) | (Date) |