

EEA – Employee Controlled Time

Employee's Name (please print):	
Building:	
Date Submitted:	

Each certificated staff member may timesheet up to 7.50 hours annually for self-directed work outside of contracted time outlined below. This day is not required.

Date	Hours Worked*	Nature of Work
Total Hours:		*not to exceed 7.50 hours

Employee Signature:	(Signature)	(Date)
Administrator Signature:	(Signature)	(Date)