

**MONTGOMERY COUNTY SCHOOLS
CERTIFIED AND EXEMPT CLASSIFIED EMPLOYEE
TIME SHEET**

Name _____ Pay Period _____ Thru _____

I worked the following days for the Montgomery County Board of Education.

Certified Staff: Record W for each day worked

Classified Exempt: Record daily contracted hours

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

Employees who perform extra service work should complete the Extra Service Records form before payment is rendered. Prior approval must be obtained from supervisor.

NO. REGULAR HOURS/DAYS WORKED _____

NO. EXTRA HOURS WORKED _____

I VERIFY I WORKED THE ACTUAL HOURS RECORDED:

SIGNATURE OF EMPLOYEE

SUPERVISOR/PRINCIPAL

- A - Unauthorized absence
- B - Day began work
- C - Compensatory day
(approved by supt.)
- E - Emergency leave:
EL - Legal EH - Hospital
ED - Death EO - Other

- H - Approved holiday (with pay)
- I - Illness in immediate family
- J - Jury duty
- PL - Approved prof. leave
- NC - Non-contracted day
- PD - Personal leave day

- P - Leave without pay
- S - Personal illness
- T - Day terminated work
- V - Vacation day