Davis School District

Administrator and Educator Leave and Extra Duty Reporting

From - Month:________________ 16, 20____

To - Month:________________ 15, 20____

Name:	Employee ID #	Location:

LEAVE REPORTING

Month / Day	Leave Code (see codes below)	Description (for Codes **SD** and **CF**)	Hours of Leave Used
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		Total of Leave:	0

EXTRA DUTY REPORTING

Month / Day	Description of Extra Duty	Hours of Extra Duty
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	Total of Extra Duty:	0

Warehouse Reorder # 01024153

Employee's Signature: ________________________________

Supervisors Signature: ________________________________

By signing above I verify that this timecard is the original and correct time record and certifies all hours, leave, and extra duty work, have been correctly reported for the pay period.

Leave Codes	
VAC = Vacation	**LWP** = Leave Without Pay
SL = Sick Leave	**CD** = Civic Duty
PL = Personal Leave	**SD** = Staff Development
CF = Conference	**MIL** = Military

Clear Form

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