



Weslaco Independent School District
Human Resources Department
319 W. 4th St. / P.O. Box 266
Weslaco, Texas 78596



Telephone (956) 969-6619

Fax (956) 969-6940

Professional Time Equivalency/ Flex Days

CAMPUS/DEPARTMENT: _____

EMPLOYEE ID: _____

EMPLOYEE NAME: _____

DATE: _____

DATE	DAY	IN	OUT	TOTAL TIME	EVENT	ADMINISTRATOR'S APPROVAL

TOTAL HOURS EARNED _____ @ Regular Time _____

I CERTIFY THESE HOURS WORKED ARE TRUE AND CORRECT.

Employee Signature

Date

Administrator's Signature

Date

NOTE: Please attach documentation stating approval of overtime/compensatory time.