

**Snoqualmie Valley School District  
Extra Teacher Work Days  
2023-2024**

All Extra Teacher Workday Sign-in Sheets must be typed **alphabetically**, titled with **day** (see list below), have the **date**, list **hours** worked, and have employee **signatures**. An administrator must sign and date before you turn them in.

**Mandatory days paid on contract** at the per diem rate and prorated over 12 months. Attendance is verified by sign-in sheet.

Leave options: Standard leave options apply. employee must enter leave in Frontline and then turn in a Daily Leave Slip; employee can't enter in Skyward Online Time Off.

<b>Date</b>	<b>Day</b>	<b>Audience</b>	<b>Sign-in sheet due</b>
Tue, Aug 22, 2023	District Directed	P-12 Cert Staff	Aug 31, 2023
Wed, Aug 23, 2023	District Directed	P-12 Cert Staff	Aug 31, 2023
Thu, Aug 24, 2023	Building Directed	P-12 Cert Staff	Aug 31, 2023
Fri, Aug 25, 2023	Teacher Directed	P-12 Cert Staff	Aug 31, 2023
Mon, Oct 9, 2023	District Directed	P-12 Cert Staff	Oct 31, 2023

**Mandatory days paid on sign-in sheet** at per diem rate, paid in the next pay period. Time is paid based on sign-in sheet.

Leave options: Standard leave options apply. employee must enter leave in Frontline and then turn in a Daily Leave Slip; employee can't enter in Skyward Online Time Off.

<b>Date</b>	<b>Day</b>	<b>Audience</b>	<b>Sign-in sheet due</b>
Mon, Aug 21, 2023	SpEd/ESA Training	P-12 SpEd & ESA Cert Staff	Aug 31, 2023

**Optional days paid on sign-in sheet** at per diem rate, paid in the next pay period. Work must be performed on the date listed and during the contractual work day. Time is paid based on sign-in sheet.

Leave options: None. Pay is based on attendance only.

<b>Date</b>	<b>Day</b>	<b>Audience</b>	<b>Sign-in sheet due</b>
Mon, Jan 22, 2024	Teacher Directed	P-12 Cert Staff	Jan 31, 2024
Tues, June 18, 2024	AM: Building Directed PM: Teacher Directed	P-12 Cert Staff	June 30, 2024

**Optional day paid on timesheet** at per diem rate, paid in the next pay period. Time is paid based on timesheet.

Leave options: None. Pay is based on attendance only.

<b>Date</b>	<b>Day</b>	<b>Audience</b>	<b>Timesheet due</b>
Any non-work day Aug 1-28, 2023	Teacher Directed	P-12 Cert Staff	Aug 31, 2023

**Work Day**

- 1.0 FTE = 7.50 Hours
- Partial FTE: multiply FTE by 7.50 hours. Example: .40 FTE X 7.5 hours = 3.0 hours