



### Employee Referral Form

I, \_\_\_\_\_, referred \_\_\_\_\_ to  
(TCS Employee) (Name of New Employee)  
\_\_\_\_\_ as a classroom teacher. He/She was  
School

approved per the personnel list at the \_\_\_\_\_ Board meeting. I understand I will  
(Date)

be compensated at the pre-taxed rate of \$500.00 or one (1) additional personal day  
(The employee may only obtain up to two (2) additional personal days per year).

**For this referral, I want to be compensated:**

\_\_\_ Pre-Taxed rate of \$500.00 or \_\_\_ one (1) personal day

\_\_\_\_\_  
TCS Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Department Use Only

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_