



## MSAD #75 Probationary Teacher Additional Contract Days Form

Employee Name: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

School Year: \_\_\_\_\_ School: \_\_\_\_\_

Probationary year: \_\_\_\_\_ One \_\_\_\_\_ Two

**Probationary teachers will keep a running record of additional work days on this sheet:**

- First year probationary teachers shall work 185 days (175 instructional days/ 8 professional development/2 non-instructional workdays).
- Second year probationary teachers shall be 184 days (175 instructional days/ 8 professional development/1 non-instructional workdays).

Once complete send to Human Resources for placement in the personnel file indicating fulfillment of the contractual obligation. Additional days need to be completed within the current school year

Day	Date(s)	Description of work completed	Facilitator's/Supervisor's Signature(s)
1			
2			

Signatures upon completion of the days:	Date
Teacher:	
Principal:	
Assistant Superintendent:	

*(This form does not constitute a request for additional pay.)*