

Snoqualmie Valley School District
Extra Teacher Work Days
2024-25

HR will provide sign-in sheets for all dates that require a sign-in sheet.

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.

Date	Day	Audience	Sign-in sheet due
Tue, Aug 20, 2024	Building Directed	P-12 Cert Staff	Aug 30, 2024
Wed, Aug 21, 2024	District Directed	P-12 Cert Staff	Aug 30, 2024
Thu, Aug 22, 2024	District Directed	P-12 Cert Staff	Aug 30, 2024
Mon, Aug 26, 2024	Teacher Directed	P-12 Cert Staff	Aug 30, 2024
Mon, Oct 7, 2024	District Directed	P-12 Cert Staff	Oct 31, 2024

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: None. Pay is based on attendance only.

Date	Day	Audience	Sign-in sheet due
Mon, Aug 19, 2024	SpEd/ESA Training	P-12 SpEd & ESA Cert Staff	Aug 31, 2024

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 workday. Time is paid based on sign-in sheet.

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

Date	Day	Audience	Sign-in sheet due
Any non-work day Aug 1-25, 2024	Teacher Directed	P-12 Cert Staff	Aug 30, 2024
Mon, Jan 27, 2025	Elem: Training Secondary: Teacher Directed	P-12 Cert Staff	Jan 31, 2025
Fri, June 13, 2025	AM: Data Dive PM: Teacher Directed	P-12 Cert Staff	June 20, 2025

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