

PRIOR APPROVAL FOR ADDITIONAL DAYS OUTSIDE THE SCHOOL TERM

Per the Master Agreement for Certified Staff:

District staff may be expected to work additional days before and/or after the school term. The district staff will be compensated at the rate of 1/187 of his or her contracted salary for each additional day. Additional days worked will be flexibly scheduled and mutually agreed upon. Prior written approval from the Superintendent is required to receive compensation for additional days worked.

Name: _____

Rationale for Additional Days: _____

Number of Days to Complete Work: _____

Scheduled Days and Time: _____

Staff Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

Approval is granted for _____ additional days worked outside of the 187-day contract.

Superintendent Signature: _____ **Date:** _____