

FORT LA BOSSE SCHOOL DIVISION

VIRDEN, MANITOBA

EXTRA TIME SHEET

FOR

SUPPORT STAFF

In order to qualify for reimbursement, principals must submit this application and receive confirmation of approval from the Superintendent prior to the date worked.

* The extra hours are limited to "school day" hours only.

This is to certify that _____

was required to extend his/her normal work day on:

DATE	TIME (½ DAY, ETC.)
_____, 20__	_____
_____, 20__	_____
_____, 20__	_____
_____, 20__	_____

School Administrator

Superintendent

I hereby certify that the reason for the extension of time on the above date(s) was:

Employee

For Office Use Only:

Earnings _____

Employee Number _____