

WORK PLANNER

| | |
|----------------------|-------------------------|
| Employee Name | Current Position |
|----------------------|-------------------------|

Campus/Department: BE WCE WPE WBJH CHS

Assigned Days: 195 202 210

Start Date: _____ **End Date:** _____

Your calendar is based on the 187 day teacher schedule. Any days you are assigned in excess of 187 may be documented below by indicating date and duties:

| | |
|----------------------|----------------------|
| Day 188 _____ | Day 200 _____ |
| Day 189 _____ | Day 201 _____ |
| Day 190 _____ | Day 202 _____ |
| Day 191 _____ | Day 203 _____ |
| Day 192 _____ | Day 204 _____ |
| Day 193 _____ | Day 205 _____ |
| Day 194 _____ | Day 206 _____ |
| Day 195 _____ | Day 207 _____ |
| Day 196 _____ | Day 208 _____ |
| Day 197 _____ | Day 209 _____ |
| Day 198 _____ | Day 210 _____ |
| Day 199 _____ | Other _____ |

| | | |
|--------------------|-------------------------------|------|
| Employee Signature | Position Supervisor Signature | Date |
|--------------------|-------------------------------|------|

PROCESSED

| | |
|--|---|
| <input type="checkbox"/> Processed: _____ | _____ |
| Date | Administrative Assistant, Human Resources |

| | |
|--|--------------------|
| <input type="checkbox"/> Processed: _____ | _____ |
| Date | Payroll Specialist |