

## Professional-Technical Employee Work Log

and report emergency	leave per Board F	olicy #5320.2. With approval fro	to report to their work sites. If unable to report to work, they wi om their supervisor, Prof-Tech employees may work remotely in d to the supervisor for their records.	
	ot logged on this f		work, 2) enter emergency or vacation leave, or 3) contact their s an employee's regularly scheduled workday must be reported as	
responsibilities outsid	e of business hour	rs. With approval from their supe	ar hours. It is acknowledged that at times some employees may hervisor, these employees may adjust their schedule to account for abinet level supervisor for their records.	
EMPLOYEE INSTR accomplished and tim		rd time spent working in half da	y increments and describe the work completed. Be specific when	describing the work
			the district has a fiduciary responsibly to document the reason e roposed "work from home plan" for each employee and maintain	
Date	Hours		Description of Work	
EMPLOYEE'S CERTIFICAT	TION: I hereby certify	that I have worked the time recorded a	bove and completed the work detailed above.	
SUPERIVISOR'S CERTIFIC the time worked. I agree to	CATION: I hereby cert maintain this record	ify that I have consulted with the emplo for a period of three years for audit pro	yee(s) listed above, agree that the proposed scope of work is reasonable and car poses.	n be accomplished and approve
Employee Signature		Date	Supervisor Signature	Date
				Eshmanus

Employee ID#: \_\_\_\_\_ Name: \_\_\_\_ Inclement weather 

Work outside of schedule 

Inclement weather 

Name: \_\_\_\_\_