EASA Employee Work Log

Employee ID#: _____ **Name:**_____ **Inclement weather** ☐ **Work outside of schedule** ☐

PURPOSE: On snow or school closure days, full-year staff are expected to report to their work sites. If unable to report to work, they will contact their supervisor and report emergency leave per Board Policy #5320.2. With approval from their supervisor, EASA employees may work remotely in place of reporting emergency leave. The time worked remotely will be logged and submitted to the supervisor and human resources for their records.

On snow/school closure days full-year employees may either 1) report to work, 2) enter emergency or vacation leave, or 3) contact their supervisor to request to work at home. Time not logged on this form, and not worked on site, for an employee's regularly scheduled workday must be reported as an absence in the district's online Absence Management System.

The expectation is that some EASA employees work outside of regular hours. It is acknowledged that at times some employees may have increased responsibilities outside of business hours. With approval from their supervisor, these employees may adjust their schedule to account for hours worked outside of their regular schedule. This time will be logged and submitted to their supervisor for their records.

EMPLOYEE INSTRUCTIONS: Record time spent working in half day increments and describe the work completed. Be specific when describing the work accomplished and time spent.

SUPERVISOR INSTRUCTIONS: During significant weather events the district has a fiduciary responsibly to document the reason each employee did not report to work on a scheduled workday. Supervisors must approve the proposed "work from home plan" for each employee and maintain such records for a period of three years.

Date	Hours	Description of Work

EMPLOYEE'S CERTIFICATION: I hereby certify that I have worked the time recorded above and completed the work detailed above.

SUPERIVISOR'S CERTIFICATION: I hereby certify that I have consulted with the employee(s) listed above, agree that the proposed scope of work is reasonable and can be accomplished and approve the time worked. I agree to maintain this record for a period of three years for audit proposes.

_____ _____

Employee Signature Date Supervisor Signature Date