

Chesapeake Public Schools  
 EXTENDED WORK TERM SCHEDULE  
 2021-2022

Name of Employee \_\_\_\_\_

School Assigned \_\_\_\_\_

Work Schedule \_\_\_\_\_ Employee ID Number \_\_\_\_\_

Employees working an extended work schedule beyond the regular 190 day school calendar are required to report days/hours worked to the Human Resources Department **at the end of the months of JULY, AUGUST, AND JUNE of each school year.** At the end of the school session, days/hours not documented will result in a pay deduction.

- 10+1 work schedule = 5 extra days (40 hours)
- = 10 extra days (70 hours)
- = 15 extra days (105 hours)
- = 19 extra days (133 hours)
- 10+2 work schedule = 28 extra days (196 hours)
- = 38 extra days (266 hours)

**These extra days/hours must be worked between July 1 – June 30. Time tracked below should be entered in number of hours worked each day. Checkmarks, tick marks, or X's are not sufficient.** (Please note, June 20 is no longer an available work day in observance of the Juneteenth holiday.)

JULY 2021

AUGUST 2021

JUNE 2022

1.	17. SATURDAY	1. SUNDAY	17.	1. SCHOOL	17. SCHOOL
2. CLOSED	18. SUNDAY	2.	18.	2. SCHOOL	18. SATURDAY
3. SATURDAY	19.	3.	19.	3. SCHOOL	19. SUNDAY
4. SUNDAY	20.	4.	20. CLOSED	4. SATURDAY	20. HOLIDAY
5. HOLIDAY	21.	5.	21. SATURDAY	5. SUNDAY	21.
6.	22.	6. CLOSED	22. SUNDAY	6. SCHOOL	22.
7.	23. CLOSED	7. SATURDAY	23.	7. SCHOOL	23.
8.	24. SATURDAY	8. SUNDAY	24.	8. SCHOOL	24.
9.	25. SUNDAY	9.	25.	9. SCHOOL	25. SATURDAY
10. SATURDAY	26.	10.	26. SCHOOL	10. SCHOOL	26. SUNDAY
11. SUNDAY	27.	11.	27. SCHOOL	11. SATURDAY	27.
12.	28.	12.	28. SATURDAY	12. SUNDAY	28.
13.	29.	13. CLOSED	29. SUNDAY	13. SCHOOL	29.
14.	30. CLOSED	14. SATURDAY	30. SCHOOL	14. SCHOOL	30.
15.	31. SATURDAY	15. SUNDAY	31. SCHOOL	15. SCHOOL	
16. CLOSED		16.		16. SCHOOL	

**I certify that I have worked the appropriate number of hours on the days indicated (do not project).**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Signature of Principal or Immediate Supervisor