

Chesapeake Public Schools
 EXTENDED WORK TERM SCHEDULE
 2022-2023

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.

These extra days/hours must be worked between July 1 – June 30.

- 210 work schedule = 20 extra days (140 hours)
- 212 work schedule = 22 extra days (154 hours)
- 218 work schedule = 28 extra days (196 hours)
- 228 work schedule = 38 extra days (266 hours)

These extra days/hours must be worked between August 1 – June 30.

- 195 work schedule = 5 extra days (35 hours)
- 200 work schedule = 10 extra days (70 hours)
- 205 work schedule = 15 extra days (105 hours)
- 209 work schedule = 19 extra days (133 hours)

Time tracked below should be entered in number of hours worked each day. Checkmarks, tick marks, or X's are not sufficient.

JULY 2022		AUGUST 2022		JUNE 2023	
1. CLOSED	17. SUNDAY	1.	17.	1. SCHOOL	17. SATURDAY
2. SATURDAY	18.	2.	18.	2. SCHOOL	18. SUNDAY
3. SUNDAY	19.	3.	19. CLOSED	3. SATURDAY	19. HOLIDAY
4. HOLIDAY	20.	4.	20. SATURDAY	4. SUNDAY	20.
5.	21.	5. CLOSED	21. SUNDAY	5. SCHOOL	21.
6.	22. CLOSED	6. SATURDAY	22.	6. SCHOOL	22.
7.	23. SATURDAY	7. SUNDAY	23.	7. SCHOOL	23. CLOSED
8. CLOSED	24. SUNDAY	8.	24.	8. SCHOOL	24. SATURDAY
9. SATURDAY	25.	9.	25.	9. SCHOOL	25. SUNDAY
10. SUNDAY	26.	10.	26. CLOSED	10. SATURDAY	26.
11.	27.	11.	27. SATURDAY	11. SUNDAY	27.
12.	28.	12. CLOSED	28. SUNDAY	12. SCHOOL	28.
13.	29. CLOSED	13. SATURDAY	29. SCHOOL	13. SCHOOL	29.
14.	30. SATURDAY	14. SUNDAY	30. SCHOOL	14. SCHOOL	30. CLOSED
15. CLOSED	31. SUNDAY	15.	31. SCHOOL	15. SCHOOL	
16. SATURDAY		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