JEFFREY A. FULLER, Ed.D.
Superintendent

NORIENE PLATE
Business Manager

Freedom Area School District
Administrative Offices

1702 SCHOOL STREET
FREEDOM, PENNSYLVANIA 15042

LORRAINE J. ROCCO
School Board Secretary

724 / 775-7644
724 / 775-5464
FAX: 724 / 775-7434

VERIFICATION OF COMPENSATORY TIME

FACULTY/STAFF MEMBER:_____

CIRCUMSTANCE REQUIRING ISSUANCE OF COMPENSATORY TIME FOR ADMINISTRATIVE WORK DAY:

_____

DATES OF SERVICE: ____/____/____ ____/____/____ ____/____/____

REQUESTING PRINCIPAL APPROVAL: _____ DATE: ____/____/____

SUPERINTENDENT AUTHORIZATION: _____ DATE: ____/____/____

For each Administrative Work Day worked, the employee shall receive an equivalent number of "off" days, as scheduled by the School District, during the yearly work calendar for bargaining unit employees. Such equivalent time may be scheduled by the School District in increments of less than a full work day and in a manner that will avoid or minimize the loss of teacher/student contact time. Such equivalent time will not be used to extend a holiday vacation or personal leave. At the sole discretion of the School District, in lieu of equivalent time, employees may be paid additional compensation for work performed on an Administrative Work Day in accordance with the parties' collective bargaining agreement.

The above must be completed with the building principal when scheduling an Administrative Work Day.

DATE(S) OF COMPENSATORY/TRADE TIME: Date___/___/___ Hours:___ Date:___/___/___ Hours___

Date___/___/___ Hours:___ Date:___/___/___ Hours___