

**Nicholas County Board of Education**  
400 Old Main Drive  
Summersville, WV 26651

Name: \_\_\_\_\_ Employee ID # \_\_\_\_\_

Days	Month	Date	Codes	Hours	Location
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Sat/Sun					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Sat/Sun					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Sat/Sun					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Sat/Sun					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Sat/Sun					

Codes

200-240 Day  
Employees

W Work  
S Sick Leave  
P Personal Leave (3 days)  
X Professional Leave  
OS Out of School Environment  
H Holiday  
OC Out of Work Calendar

261 Day  
Employees

W Work  
P Personal Leave (3 days)  
X Professional Leave  
OS Out of School Environment  
H Holiday  
V Vacation

Employee's Signature: \_\_\_\_\_

Approved: \_\_\_\_\_  
(Supervisor of Principal)