Nicholas County Board of Education

400 Old Main Drive Summersville, WV 26651

Name:					Employee ID #		
						_	
Days	Month	Date	Codes	Hours	Location	Codes	
Monday							
Tuesday				ļ		200-240 Day.	•
Wednesday			ļ			Employees	
Thursday		<u> </u>		ļ			
Friday				 		W Work	
Sat/Sun			 	<u> </u>		S Sick Leave	
		<u> </u>		 		P Personal Leave	(3 days)
Monday				 	<u> </u>	X Professional Le	ave
Tuesday				 		OS Out of School	Environment
Wednesday	1	<u> </u>		 		☐ H Holidav	
Thursday						OC Out of Work (Calendar
Friday		ļ		+			
Sat/Sun		<u> </u>		+			
				 			•
Monday		 			 	261 Day	
Tuesday		<u> </u>				Employees	
Wednesda							:
Thursday						W Work	
Friday						P Personal Leave	e (3 days)
Sat/Sun						X Professional L	eave
						OS Out of School	I Environmen
Monday						H Holiday	
Tuesday						V Vacation	
Wednesda				_			- ,
Thursday	<u>/ </u>						* *
Friday							
Sat/Sun							
							•
Monday							
Tuesday							
Wednesd			_				
Thursda							
Friday		-+					-

Employee's Signature: _	Approved:(Supervisor of	Principal)
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