**FWEA Certificated Staff January Workload Relief Day**

**Documentation Form**

Name: ­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Building: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As indicated in our Collective Bargaining Agreement, Section 7.3B.2, “The fifth (7.5 hour) [supplemental work] day is a workload relief day to be worked in January each year. Staff will document what they did and turn the documentation in to their Principal/Supervisor.”

Per that Agreement, staff need to complete this form and submit it to their Principal/Supervisor by February 3, 2017. Please note that payment for this day has already been included in the employee’s annual pay. Failure to return this form will result in loss of pay.

**Description of Activity (Report cards, grading, etc):**

Date(s)/Hours: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Total Hours: 7.5 hours (or prorated for less than full-time employees)

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Principal Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_