**SCHOOL DISTRICT OF WESTFIELD**

**Time Off Log for Administrators and Administrative Support**

 Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Month of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Sick Leave Hours** | **Personal Days**3 per year for 12 month staff4 per year for10 month staff | **Funeral Days**3 per year | **Vacation Days**12 month staff |
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**Please submit to the District Office by the 5th of the following month.**

**Vacation Days Note:**

You can roll up to 5 days into July of the next year.  Use all of your vacation time from the previous school year up by the end of July each year. If you haven't used it by that time you will lose it.