

Employee Name_____ **Location**_____

(Please print or type)

Explain work that will be done during this time

- 1. Executive, administrative and professional certified employees.**
- 2. Non-certified employees (a) whose duties consist of the management of the enterprise in which they are employed; (b) who customarily direct the work of two or more employees; (c) who have the authority to hire or fire or whose suggestions and recommendations as to the hiring, firing, or other change of status decision for other employees will be given particular weight; and (d) who customarily and regularly exercise discretionary powers.**

Administrator/Supervisor Signature	Date
---	-------------

☐ **Approved**

Superintendent's Signature **Date**

☐ **Not Approved**