

Non-Accumulated Personal Days Log

Name: _____

Date: _____

Building: _____

*C = Coverage of a class

I = Interviewing

P = Presentation at district inservice

IEP = Participation

Non-accumulated personal days log (under 2.16.04D, 2.16.04E, 2.17.02, 3.06.03I)

- Maximum two (2) days possible (except interviewing)
- Used only $\frac{1}{2}$ or full day
- Classes and IEP's may be cashed out at \$18 per hour
- Interviews may be cashed out up to \$100 for eight (8) or more hours

Date	Time (in hrs)	Doing What	Approval	Used (date)

Note: Attach a copy of this log to the absence verification form