



Extra-Curricular Leave – Hours Summary

Use this form to report **50 hours** of approved Extra-Curricular activity.

Teacher Name:	Signature: (required)
Principal Name:	Signature: (required)

Important: You must report the total of 50 hours Extra-Curricular activity on one (1) Summary form. If you need more space to report all Activity, please attach a second sheet with this form.

Date (d/m/yr) or Date Range	Number Of Hours	Activity
Total = 50 hrs		

How to Submit your Summary Hours: Save / scan your signed Summary as a .pdf file.

Go to Employee Connect. Click “To Contact Payroll” to open an email to the Payroll Department. Attach the Summary to the email and Send.