

SCHEDULE "F"

RECORD OF EXTRA AND CREDITED HOURS

1. Pursuant to Article 16.4, Employees are requested to use the following form or a similar format to record all extra hours (but not overtime hours) worked as well as credited hours (hours paid but not worked):

School: _____

Name: _____

School Year: _____

Date	Assigned Hours	Extra Hours Worked	Credited Hours	Balance	Reason

Approved by: _____

Date: _____