



Mercer Island School District No. 400
Classified Personal Business Hours Form

Three (3) days of personal business may be used each year. If such days are not used, the employee may roll forward up to three (3) days of personal leave or submit this completed form for additional work **at their hourly rate of pay**. Personal business balances can be found on the monthly paystub or online via Employee Access.

Employee Name: _____

District Work Location: _____

NOTE: All balances not used or worked will be rolled forward to the next school year, not to exceed three (3) days.

Please mark one option:

_____ I intend to roll forward my remaining excess personal business hours to the next school year.

_____ I worked _____ number of personal business hours, performing the activities listed below that have been approved by my supervisor (not to exceed 3 days). *Please list only the number of hours for which you can be paid.*

PERSONAL BUSINESS TIME CARD

Dates	Description of Activities Completed	Hours Worked
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Hours _____

All hours must be completed and turned in to your supervisor for signature by the last day of school. Payment for personal business hours worked will be included in your August payroll warrant.

I hereby certify under penalty of perjury that the services have been completed.

Employee Signature

Supervisor Approval

Date

Date

Return this form to the Payroll Office by June 30th