



School District of Waupaca Summary of Time

Name:

For Pay Period Ending:

Date	Hour	Date	Hour	Date	Hour	Date	Hour
1		9		17		25	
2		10		18		26	
3		11		19		27	
4		12		20		28	
5		13		21		29	
6		14		22		30	
7		15		23		31	
8		16		24			

Comments:

The following is a list of time off code abbreviations to be used on your time card.

Sick Leave - (S)

Salary Deduction - (SD)

Emergency Leave - (E)

Conference/Workshop - (C)

Funeral Leave - (F)

Holiday - (H)

Personal Leave - (P)

Family Medical Leave - (FML)

(You must have prior approval of the District Administrator to use FML)