REQUEST FOR PAYMENT OR TRADE-OUT FOR ADDITIONAL DUTY DAYS WORKED

Belgrade School District No. 44

Date: _____

Name of Administrator: _____

Date of Additional Workday	**Half- Day or Full Day** (8 hrs)	**Used for Pay** (Check if Appropriate)	**Used for Trade-Out** (Check if Appropriate)	**Indicate by if the Workday Was Previously Paid**	**Tasks Performed**

Instructions:

1. Please submit your pay or trade-out requests on the <u>same page</u> for the contract year. You may submit a partial claim at anytime by submitting a copy and keeping the original. The original is to be submitted at the end of the contract year.
2. The management team contract requires prior approval by the superintendent to trade-out days or receive payment for additional days worked. Please indicate extra duty days in units of full or half-days. Pursuant to the master contract, a full contract day is an eight hours day excluding lunch (unless lunch is a business lunch).

I, the undersigned claimant, declare that under penalties of law that this account claim or demand is just and correct and that no part has been paid and I that will not be paid for duty days not worked.

Approved by: _____
Superintendent

Claimant by: _____
Employee