

Visiting Educator Processing Form

(Human Resource Services and Payroll Services ONLY)

- Ÿ Visiting Educator Leave Approved
- Ÿ Visiting Educator Leave Denied
- Ä Approved Visiting Educator Approval Form Attached (PSL-F192)

Signature:

Name:	Dates of Leave:	Site:
	From:	
	То:	
Number of Days Approved:	Any days over contract?	Does contract include days over
	œ Yes ce No	contracted amount?
	If yes, how many?	
Annual Salary:	Contract Daily Rate:	Benefits Breakdown (Annual):
\$	\$, based on	STRS:
	days of	Unemployment:
	annual service.	Worker's Comp:
		Medicare:
		Retirement Benefit:
		Health & Welfare:
		Total Benefits: \$
Totals: Salary and Benefits	Sent to Contracts Office:	Board Approved:
Salary: \$		
Benefits: \$	Date:	Date:
District	Signed:	Employee notified on (date) by (signed):
Indirect Cost: \$	Signeu	by (signed).
Total: \$		