



Special Project Approval & Verification

Name _____ Administrator _____

Building _____ Grade level _____

Per Article V, Section 8 (I) of the AEA Collective Bargaining Agreement, each employee who submits his or her resignation to qualify for retirement shall receive a supplemental contract for up to ten (10) additional days of District-directed work at his or her per diem rate of pay. Such written resignation must be submitted to the Superintendent no later than February 15 of the year of retirement. Said employees will confer with the District to develop a plan for use of these supplemental contract days. The employee must have their plan submitted and approved by their supervisor no later than March 15.

Project description

Project approval	
Employee Signature _____	Date _____
Administrator Signature _____	Date _____

Date/Time Log

Date	Description of work	Hours
<i>*Attach additional sheet if needed</i>		Total Hours:

Verification of project completion	
Employee Signature _____	Date _____
Administrator Signature _____	Date _____