

Prince George's County Public Schools
ILT Days TRACKING Report
INSTRUCTIONAL LEAD TEACHERS Only

School/Office: _____

Payroll Period Ending: _____

Hours Type: PGCEA ILT Extra Days

Employee Name <i>Please Print or Type</i>	Employee Assignment Number	# of Days Worked	Date Worked	Employee Initials	Date Entered

Name: _____

Title: _____

Approval Signature: _____

Date: _____

This form is to be used to track, record and approve time for ILT teachers only. The ILT time tracked on this form will be entered on the Oracle timecard individual dates and employees must be reported for each li

If a budget code is left blank, the School/Office funds will be used as the default cost string.

This form is not to be used to pay any other category of employee or for any other type of pay to ILT teachers.

ILT Teachers may be paid work in full days only on non-duty days or Saturday's. No Sundays and no hours less than full day.

ILT days paid per year may not exceed 10 and can be worked from July 1 to June 30 with principal pre-approval.

The rate of pay for ILT hours is the employee's regular rate of pay.

The document must be kept along with other payroll documents for the pay period and held for period of 5 years.