

**OWEN COUNTY BOARD OF EDUCATION  
1600 HIGHWAY 22 EAST  
OWENTON, KENTUCKY 40359**

**EMPLOYEES WITH EXTENDED DAYS**

**Employee Name:** \_\_\_\_\_

**Please Calculate Base Salary & Extended Days**

**To Calculate Daily Rate-  
Take Base Pay  
Divide by 185 Days**

Base Pay ..... \_\_\_\_\_  
(See salary schedule)

Extended Days (No. Days) \_\_\_\_\_ X Daily Rate \_\_\_\_\_ = \_\_\_\_\_

Supplemental/Index..... \_\_\_\_\_

Extra Service..... \_\_\_\_\_

Total Salary for Current Year \_\_\_\_\_

Divide total salary by 24 checks

Amount of check each pay period \$ \_\_\_\_\_

Employee Signature/Date \_\_\_\_\_

Principal/Supervisor Signature/Date \_\_\_\_\_

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Payroll/Personnel

Date: \_\_\_\_\_