

EMPLOYEE DOCK DAY POLICY

*******NOTE: DO NOT MAKE ARRANGEMENTS TO BE OFF UNTIL THE APPROVAL IS RECEIVED FROM THE SUPERINTENDENT.*******

Even though the absence of an employee can put an undue hardship on the operation of the district in many ways, the Board of Education recognizes that situations arise when an employee needs to be absent beyond the allotted personal and/or vacation days provided by the collective bargaining agreements with both unions. When this occurs, the Board agrees to allow for five (5) days of absence without pay per contract year of said employee. These days will be allotted under the following conditions:

- A two (2) week notice will be provided by the employee. This stipulation can be waived by the Superintendent under emergency circumstances.
- Reasons for the need of the absence(s) will be given by the employee to the Supervisor on the **“Dock Day(s) Request Form”**.
- Prior approval by the Supervisor and Superintendent must be obtained before any days are taken.
- These absences will be included with the Master Agreement stipulation of no more than 10% of a given classification (i.e. certified, custodian, cook, etc.) being granted at the same time unless approved by the Superintendent.

PROCEDURE FOR TAKING DOCK DAY(S):

- 1.) Complete a Dock Day(s) Request Form and submit it to your Supervisor.
 - 2.) The Supervisor will approve/deny the request and submit a copy to the Superintendent.
 - 3.) The Superintendent will approve/deny the request and return a copy to the employee.
- .