
DOCK DAYS (ABSENCES WITHOUT PAY)

1.0 Purpose

All employees are expected to work the number of days listed on their contract or use approved leave. However, absences without pay may be necessary in emergency or unusual/extraordinary situations, and when all other Board eligible leave, including personal leave, has been exhausted.

2.0 Responsibility

Therefore, the Grant County Board of Education will permit, but does not encourage, such absences without pay, subject to the following restrictions:

Employees will be allowed 1-3 days unpaid absences, cumulative in a fiscal year, as authorized by the principal or immediate supervisor, not subject to carryover.

The employee is required to notify the principal or immediate supervisor, in writing, at least 24 hours in advance or as soon as practicable, if all other leave has been exhausted, and if the absence is to be without pay. The employee must provide the reason, rationale, and supporting documentation for the request. The employee must receive approval prior to the absence.

The use of short-term, unpaid absences as addressed in this policy does not apply to situations involving board-approved unpaid absences, such as Family and Medical Leave, which must be approved and processed in accordance with state and federal law, and Board policy.

Any abuse or misuse of dock days by employees will be subject to disciplinary action.

3.0 Review Schedule

This policy shall be reviewed in accordance with the Policy Review Schedule published by the Superintendent.

AUTHORITY:

ADOPTED: 06/13/17

REVISED: _____