

**HANDBOOK
FOR NON-UNION SCHOOL-YEAR EMPLOYEES
OF THE HAWLEMONT REGIONAL SCHOOL DISTRICT
2024-2025**



WELCOME AND CONGRATULATIONS

You are now a member of a wonderful staff and a school district that cares about students. Our district is comprised of many talented and skilled individuals who make positive contributions on a daily basis. I am confident that you also will contribute to this tradition of excellence. On behalf of the school committee, I want to take this opportunity to officially welcome you to the district. I believe that your experience here will be both rewarding and fulfilling and I wish you much success in the coming year.

It is important to remember that the Employee Handbook is not a contract of employment. The School Committee may change this handbook at any time. In this event you will receive written notification of the change(s) and these changes will be attached to the employee handbook as an addendum. **ALL EMPLOYEES COVERED BY THIS EMPLOYEE HANDBOOK ARE AT-WILL EMPLOYEES, WHICH MEANS AN EMPLOYEE MAY RESIGN AT ANY TIME BY GIVING WRITTEN NOTICE TO THE DISTRICT AND THE DISTRICT MAY TERMINATE EMPLOYMENT AT ANY TIME BY GIVING WRITTEN NOTICE TO THE EMPLOYEE.**

There may be other policies issued from time to time, either by School Committee vote, changes or additions to the School Committee Policy Manual, or by the Superintendent of Schools/Principal, which you are responsible to comply with even though they are not contained in this Employee Handbook.

This handbook is designed to provide new employees with information regarding fringe benefits, employment policies, and employee rights and responsibilities of employment. The District retains all managerial and administrative rights and prerogatives entrusted to it and conferred on employers inherently and by law.

Sheryl L. Stanton
Superintendent of Schools

WHO IS A SCHOOL-YEAR EMPLOYEE?

A School Year Employee is an employee who generally works during the 180-days school year when school is in session and some additional days during the summer. These employees include Cafeteria Workers, Paraprofessionals, and School Secretaries. The School-Year Employee Handbook does not cover any other category of employees. A school-year employee may work full or part time. The employee may be required to put in extra hours and/or overtime based upon the operational needs of the District. If this becomes necessary, the employee's supervisor will contact the employee.

There is a separate handbook for Year-Round Employees.

WHEN YOU ARE HIRED:

You will receive a packet of forms from the payroll office to complete. These forms are needed to comply with state, federal and School Committee regulations. It is very important that you fill out and return these forms so that we may promptly put you on the payroll with all the accurate information that is required. The District maintains a personnel file on each employee. If you wish to see your personnel file, make an appointment with the Personnel and Benefits Coordinator.

The following completed forms and information **must be submitted as a condition of continued employment:**

1. **W-4, M-4 Withholding Forms: Employee withholding allowance certificates:** The District will withhold amounts as required by federal and state law.
2. **Franklin Regional Retirement System or Deferred Compensation:** Application form.
3. **Birth Certificates:** Originals will be copied and returned
4. **Employment Eligibility Verification:** To verify citizenship or employment authorization.
5. **Drug-Free, Alcohol-Free, Tobacco-Free Workplace Policy:** Employees will sign and return acknowledgment of the Drug Free, Alcohol-Free, Tobacco-Free Workplace Policy within seven days of employment.

6. **Sexual Harassment Policy:** Employees will sign and return acknowledgment of the Sexual Harassment Policy within seven days of employment.
7. **Criminal Offenders Records Information (C.O.R.I.):** Criminal Offender Record Information is obtained on all new employees. C.O.R.I. information is obtained on current employees whenever it is deemed advisable by the Superintendent of Schools to protect the safety of students in the District and at a minimum every three years. If the result of the C.O.R.I. check is not acceptable to the Superintendent or if the employee refuses to permit a C.O.R.I. check, the employee will be terminated from employment. Employees are also subject to Criminal History Record Information (C.H.R.I.) checks which require an employee to submit to a fingerprint-based state and national criminal history record check under state and federal law.
8. **Internet Use Policy:** Employees will sign and return acknowledgement of the Internet Use Policy within seven days of employment.
9. **Medical Insurance Election Incentive Form** Employees must indicate their intention to participate or not participate in the health insurance incentive plan. This form invites employees to indicate their desire to receive health benefits. Employees who are eligible for medical insurance coverage and waive their medical insurance will receive an annual payment of \$1200.
10. **Medical Insurance Forms:** If you are eligible for and wish to take advantage of Medical, Dental, and/or Life Insurance Benefits, contact the Personnel and Benefits Coordinator at 413-625-0192 ext 1018 in Central Office for the forms. Sign up immediately to avoid missing the deadline for enrollment (see under Fringe Benefits, below.)
11. **Massachusetts Ethics Commission Conflict of Interest:** Employees will sign that they have received the Summary of the Conflict of Interest Law and will take the on-line Conflict of Interest training/test. The certificate of completion of the Conflict of Interest Training will be submitted to the Payroll Office for filing. Employees must complete the on-line training/test at least every two years.

CONDUCT OF EMPLOYEES

The Hawlemont Regional School District requires employees to conform to all District rules, regulations and policies, as determined by the School Committee, and expects all employees to conform to the highest ethical standards while performing duties on behalf of the District.

The Hawlemont Regional School Committee accepts the tenets of Chapter 268A of the General Laws governing the conduct of public officials and employees and recognizes that violations of this statute could result in criminal and civil penalties. Employees are encouraged to disclose any conflict of interest or potential/perceived conflict of interest prior to any related discussion or decision-making process. Employees are encouraged to contact the State Ethics Commission at the address below for clarification on issues that they suspect may be being potential conflicts of interest: One Ashburton Place, Boston, MA 02108; 617-727-0060 or 888-485-4766; fax 617-723-5851. www.mass.gov/ethics.

The Hawlemont Regional School District is also committed to providing a safe, positive, and productive environment for all students and staff. No employee shall be subjected to, nor subject any other person to, discrimination, harassment, intimidation, or retaliation. Anyone who believes that they are a target of such conduct or who has reasonable grounds to believe that these behaviors are taking place, should report incidents to their supervisor, or use this form:

https://docs.google.com/forms/d/e/1FAIpQLSeQHRT8MOsPXXAx6QsItuYSRr2Rg9D_m-XFddCwhTtBDuJQ2Q/viewform

For further information, please visit: <https://www.mtrsd.org/Anti-Bullying-Policy>

BENEFITS

Benefit Proration for Multiple Positions

An employee who works for the District in a position covered by this Employee Handbook and in another position not covered by this School-Year Employee Handbook shall receive benefits under this handbook, only for that portion of the time the employee is working in a position covered by this handbook, unless otherwise stated in writing.

A. Paid Holidays

The district provides 7 ½ paid Holidays per school year: Labor Day, Indigenous Peoples Day, Veteran's Day, ½ day the day before Thanksgiving, Thanksgiving, the Day after Thanksgiving, Martin Luther King Day, and Memorial Day. Juneteenth may

also be a paid holiday should Juneteenth occur prior to the end of the school year. School Secretaries who work 215 days or more per year will also receive July 4 as a paid holiday. Paid holidays are prorated for part-time employees. In a holiday week, part-time employees should reduce their number of hours worked by the amount of their prorated holiday hours.

NOTE: When Christmas Day or New Year's Day falls on a Tuesday the Superintendent has the discretion to allow for a paid holiday on the preceding Monday. When Christmas Day or New Year's Day falls on a Thursday the Superintendent has the discretion to allow for a paid holiday on the following Friday. The Superintendent makes this determination on a year-to-year basis.

B. Health Insurance

Employees of the district who regularly work at least 20 hours per week or more are currently offered a choice of health insurance plans. The employer contribution varies depending on the specific plan the employee chooses. Please see the insurance rate sheet for specific details. New employees who desire to enroll in a health insurance plan must join within 21 days of their date of hire. Current employees may enroll or make changes to their plan during Open Enrollment in April for coverage effective July 1. A qualifying event, such as a change in family status (including marriage, birth of a child, divorce, death of a spouse or child, termination of employment of a spouse or such other events as the health insurance carrier determines) will permit a change of plans outside of Open Enrollment. You must notify the Central Office within 60 days of the qualifying event and complete any additional paperwork that is required.

C. Health Insurance Incentive Program

The Hawlemont Regional School Committee pays \$1,200 annually to any employee who qualifies for health insurance benefits and elects not to participate in any of the health insurance programs offered by the district. To realize the maximum benefit each year the employee must participate in the complete insurance cycle from September to August. Employees qualifying for full benefit will receive two payments of \$600 each. The first will be issued in December and the second will be issued in June. These payments will be prorated as necessary to reflect date of hire, date of termination, date of participation enrollment, or qualifying event. The principal is prepared to answer any questions you may have on how this benefit is administered. After discussing the merits of this program with your principal you will be required to complete and return a form indicating whether or not you wish to participate. The form may be found in the appendix of this handbook.

D. Health Insurance For Retirees

To find premium information and the current Rate Sheet regarding health insurance for retirees, please refer to (<https://www.mtrsd.org/Human-Resources>). Contact the MTRSD Human Resources Department for further information.

E. Dental Insurance

This is a separate plan which is also offered only to employees who regularly work 20 hours per week or more. Please refer to the current Rate Sheet for premium information. New employees may join within 10 days of hire. Present employees may elect to enroll in dental coverage or make changes to their existing plan during Open Enrollment annually. Dental insurance is available to retirees and the District pays 50% of the Low Plan Premium Cost, regardless of which plan the retiree chooses.

F. Life Insurance

Life insurance with coverage of \$2,000 is available to all employees in the District who regularly work 20 hours per week or more. The district pays the cost of the premium. Accepting this life insurance policy is optional. Upon retirement, this \$2,000 life insurance policy is not available from the District. Retirees may obtain a \$1,000 life insurance policy through the insurance carrier; however, the retiree must pay the full premium. Please refer to the current Rate Sheet for premium information or contact Human Resources for further information.

Employees receive notification annually of insurance rates and employer/employee contributions. Enrollment forms and rate sheets can be found on the District website: <https://www.mtrsd.org/Human-Resources>

G. Franklin Regional Retirement System

In our District, retirement benefits are provided by the Franklin Regional Retirement System. The amount of the employee contribution to the retirement system is determined by the date of hire. Employees who work less than 20 hours per week will be enrolled in a State-Mandated Deferred Compensation plan. Contact the payroll office for more information.

H. Flex Spending

Flex spending is available to all employees as a method of setting aside pre-tax funds to cover qualified medical and childcare expenses. Employees must sign up during Open Enrollment. This option covers the calendar year (January-December).

I. Course Reimbursement

Course reimbursement is available to all support staff employees for courses that are work-related and approved in advance by the Building Principal and the Superintendent. The reimbursement of the cost of the course (tuition and fees) shall not exceed \$ 600 per employee per year. Educational Workshops not part of an academic program will be approved on a case-by-case basis, after consideration of workshop content and available funding.

LEAVE POLICIES

Sick Leave

A total of 15 days per year (prorated for part-time employees) are provided. Up to one hundred eighty (180) days of accumulated sick leave can be carried forward from the end of any school year to the following school year. The District reserves the right to require medical certification for sick days taken under the Family and Medical Leave Act of 1993 or where sick leave usage appears excessive, patterned, or suggests abuse of sick leave. Such medical certification may be required for every sick leave day if deemed necessary. Sick leave notification should be given with as much advance notice as possible to the Principal, preferably at least the night prior but a minimum of two hours before scheduled work hours so a substitute can be arranged.

Current Employee Sick Leave Buy Back

An employee who has worked for the School for at least ten years and provides notice of their intent to retire by March 1 of the school year before their retirement is eligible for sick leave buy back of an amount equal to the employee's sick leave accumulation at the end of the school-year, less one-hundred-and-eighty days, multiplied by the then-current substitute teacher hourly rate times 7.5 hours per day not to exceed a total of \$5,000.

Sick Leave Bank

The purpose of the Sick Leave Bank (SLB) is to provide eligible HRS support staff employees with an emergency pool of sick leave days to mitigate the impact of lost wages during a time of catastrophic illness or injury. At Hawlemont Regional School, the Sick Leave Bank is handled informally, on a case-by-case basis. Membership in the SLB is voluntary and open to all currently employed HRS staff who are eligible to receive sick leave pay.

The SLB Committee may not provide grants of Sick Leave totaling more than 180 days (prorated for part-time employees) to any individual support staff employee during any five-year period.

To request sick leave bank time the recipient must have completed three full years of employment by HRSD; the recipient must have exhausted his/her own sick leave; and the recipient must have been absent due to personal illness for at least ten (10) consecutive work days.

A grant of sick leave for an employee having less than a full-time assignment shall provide for the payment of a per diem rate of pay prorated in accordance with the prorated pay policy for part-time support staff employees. An employee who is not eligible to receive sick leave pay cannot receive grants of sick leave from the SLB.

Any unused sick leave remaining in the bank at the end of any school year shall automatically be carried over to the next school year.

Military Leave

In accordance with M.G.L. c.149, § 52A, employees who are members of an organized unit of the ready reserve of the armed forces will be granted a maximum of seventeen (17) days per calendar year in order to receive military training with the armed forces of the United States. Employees will be paid the difference between their regular pay and the pay which they receive from the State or Federal Government upon receipt of a written request for such pay differential. Such a request must be accompanied by a copy of orders from the employee's military commander indicating the dates and duration of the military training.

Bereavement Leave

Up to five days of paid leave per occurrence of a death of an immediate family member will be granted by the School Principal. The Superintendent of Schools may grant additional unpaid leave. Immediate family shall be defined as a spouse, parent, child, sibling, including step and foster relationships. Up to three days of paid leave per occurrence of a death of grandparents, grandchildren, brother-in-law, sister-in-law, mother-in-law, father-in-law, or domestic partner will be granted by the Building Principal. These bereavement days are for the purpose of attending the memorial service and for bereavement at the time of death. One of the allowable days may be taken at a subsequent time to attend a memorial service. Bereavement leave does not apply during the December, February, and April breaks or during the summer months when school is out of session. Bereavement leave for individuals not included above, must be specifically approved by the Superintendent. Absent such specific approval, an employee must request a personal or unpaid day. This benefit is prorated for part-time employees.

Personal Leave

Up to three (3) days of paid Personal Leave (prorated for part-time employees) are provided for each staff member per school year, subject to the following conditions:

1. Absence during the work day is necessary.
2. Except in cases of emergency, personal leave must be applied for at least five (5) days in advance of the proposed date(s) of leave.
3. Except in cases of emergency or prior approval by the principal or supervisor, personal leave days shall not be taken immediately prior to or following a period of school vacation and/or three(3) day weekends.

Application for personal leave shall be in writing and directed to the Principal and Superintendent who shall answer the same as soon as possible but no later than four school days. Grants of personal leave are subject to the approval of the Principal and Superintendent.

Any unused personal days shall accumulate as sick leave at the end of each school year, applied to each staff member's personal accumulation of sick leave effective the first day of the following school year.

Jury Duty

Employees will be paid for the first three days, or part thereof, of either trial or grand juror service in accordance with M.G.L. c. 234A, §48. The employee shall immediately notify their supervisor in writing upon receipt of notice of jury duty and provide the District with written verification of the date(s) of jury duty. The Employee shall submit official court documentation of the date(s) of jury service and compensation therefore as soon as jury service is completed.

Family and Medical Leave Policy

The District shall comply with the mandatory provisions of the Family and Medical Leave Act of 1993 (FMLA). The Superintendent shall ensure compliance with those regulations either personally or by delegation, or by some combination of personal oversight and delegation. Employees may request leave pursuant to the FMLA and/or the District may designate leave as qualifying for FMLA with or without a request from the employee.

The types of leave covered by FMLA, the nature of the benefits available and procedures for applying for benefits are detailed in the Human Resources section of the

District website (<https://www.mtrsd.org/Human-Resources>) and are posted at Hawlemont.

Massachusetts Parental Leave Act (MPLA) Policy

The District provides unpaid parental leave as required by law, and pregnancy disability leaves of absence to eligible employees who are temporarily unable to work due to a disability related to pregnancy, for childbirth, or related medical conditions, and leaves of absence in order to adopt a child (or children) or for placement of a child (or children) pursuant to a court order. The types of leaves covered by MPLA, the nature of the benefits available and procedures for applying for benefits are detailed in the Human Resources section of the District website (<https://www.mtrsd.org/Human-Resources>) and are posted at Hawlemont.

Small Necessities Leave Act Policy

In accordance with General Laws c.149, §52D, an eligible employee is entitled to a total of 24 hours of leave during a twelve (12)-month period, in addition to other leave under this section, to participate in school activities directly related to the education advancement of the employee's child; to accompany the employee's child to routine medical or dental appointments, and to accompany an elderly relative as defined in section 52D to routine medical or dental appointments or other professional services related to the elder's care. Leave under this provision is in addition to the twelve (12)-week leave provision and may be taken on an intermittent or reduced leave schedule. Family business leave shall be unpaid, unless the employee applies any paid leave that he or she has available.

Domestic Violence and Abuse Leave Act Policy

It is the policy of the District to implement and administer the provisions of the Massachusetts Act Relative to Domestic Violence, including the Domestic Violence and Abuse Leave Act. This law is intended to reduce domestic violence, and to provide victims and family members of victims of domestic violence protected work leave for qualifying reasons associated with domestic violence. The types of leaves covered by MPLA, the nature of the benefits available and procedures for applying for benefits are detailed in the Human Resources section of the District website (<https://www.mtrsd.org/Human-Resources>) and are posted at Hawlemont.

PAYROLL PROCEDURES

A. Time Sheets

All support staff must submit timesheets on a biweekly basis. Time sheets must be completed accurately and submitted in a timely manner. Paychecks will not be issued

without a time sheet. Time sheets must be signed by the Principal. Employees should be advised that falsifying information on a timesheet may result in disciplinary action up to and including termination of employment.

B. Method of Pay/Direct Deposit of Paychecks

Paychecks are currently issued on a biweekly basis, dated on alternate Thursdays for a two-week period. All employees must designate a financial institution for direct deposit of paychecks within sixty (60) days after the employee’s first day of service with the District. Contact the payroll department for forms. Employees may designate specific amounts to go to multiple bank accounts.

C. Proration of Benefits

Part-time employees receive a proration of benefits based upon their weekly regular hours divided by five. This includes but is not limited to holidays.

D. Medicare

Medicare is deducted as required by Federal Law.

E. Overtime Pay Rate

Employees authorized to work overtime will receive pay at “time and one half” for all pre-approved hours worked in excess of 40 hours per week. Pay will be at “double time” for any previously authorized hours worked on Sundays or Holidays.

F. Pay Schedule

Support staff pay rates are determined based on prior related experience. Increases will be given based on merit.

G. Longevity Stipend: Any employee working a regular schedule of at least 17.5 hours per week with 20+ years of service to the district will be given a longevity stipend as follows:

After 20 years	\$300.00
After 25 years	\$500.00

This stipend will be paid as part of the employee’s salary on a bi-weekly basis. This benefit is prorated on a yearly basis.

H. Pay

Pay is determined by either: 1) timesheet method, or 2) for those who are eligible and choose the option, the equalized pay method. The equalized pay policy is as follows:

1. Timesheets will be filled out by all, even those on equalized pay
2. Depending on the date of the first pay period of the school year, the first paycheck may be delayed or one half of the first paycheck may be held.
3. Equalized pay is OPTIONAL. Employees wishing to be paid under the equalized pay method must return the annual form to the payroll department by the required date and they must sign a statement as follows: “I realize that by participating in the equalized pay program, if I should change or leave my position, I may be liable for returning any overpayment within fourteen days of said change or termination.”
4. An annual sum will be computed based on the number of hours scheduled to be worked throughout the school year. This sum will be equally divided over 22 pays.

EMPLOYEES’ RIGHTS AND RESPONSIBILITIES

A. Worker’s Compensation

As required by law, the District provides for payment to employees injured at work by insuring with the Massachusetts Interlocal Insurance Association (MIIA). Employees who suffer injuries arising out of and in the course of employment receive benefits pursuant to the Worker’s Compensation Law. If you are injured on the job you must immediately complete the Employer’s First Report of Accident Form and submit it to your school nurse. Procedures for filing Workers’ Compensation claims are detailed in the Human Resources section of the District website (<https://www.mtrsd.org/Human-Resources>) and are posted in each District building.

B. Equal Opportunity Employer

The Hawlemont Regional School District is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, color, disability, religion, age, gender identity, sexual orientation, pregnancy, pregnancy-related conditions, or national origin.

C. Smoke-Free Workplace

Under the State Education Reform Law and in accordance with School Committee Policy, smoking and the use of tobacco products, e-cigarettes, and vaping devices is strictly prohibited within the school buildings, school facilities or on the school grounds or on any school buses by any individual, including school personnel. Employees violating this policy will be subject to discipline up to and including termination from employment.

D. Americans with Disabilities Act

It is the policy of the District to comply with requirements of the regulations contained in the U.S. Americans with Disabilities Act of 1990. This policy applies to all employees of the District. The District's obligations under the ADA are detailed in the Human Resources section of the District website (<https://www.mtrsd.org/Human-Resources>) and are posted at Hawlemont.

E. Pregnant Workers' Fairness Act

It is the policy of the District to comply with the provisions of the PWFA. The PWFA prohibits discrimination against pregnant workers and establishes that pregnancy and any pregnancy related conditions, including but not limited to lactation or the need to express breast milk for a nursing child, require reasonable accommodations by employers. The PWFA requires employers provide reasonable accommodation for an employee's pregnancy or pregnancy related condition, unless an employer is able to demonstrate such an accommodation would impose an undue hardship. The District's obligations under the PWFA are detailed in the Human Resources section of the District website (<https://www.mtrsd.org/Human-Resources>) and are posted at Hawlemont.

OTHER INFORMATION

A. Snow days

Employees do not receive pay for snow days unless required to work. On snow days when school buildings are closed for students and educators, the Superintendent may determine that some office, administrative, and/or support functions will remain open. In such cases, employees who do not report to work by 11:00 a.m. must report their absence as a personal or vacation day or it will be unpaid.

B. Delays and Early Dismissals for Inclement Weather

Employees will be paid for the hours actually worked on days there are delays or early dismissals for inclement weather.

C. Early release days

Employees will be paid up until the time students are released unless otherwise provided for and arranged in advance with the building principal. Examples of circumstances that may require employees to remain at work on early release days may include, but are not limited to staff professional development, staff meetings, or specific tasks assigned by the principal. These are not to exceed employee contract hours.

D. Field trip

A member of the support staff assigned to work with specific students or a classroom may be required to go on field trips with their specific students or classrooms and will be paid accordingly. A member of the support staff requesting to attend other field trips may do so upon prior approval by the building principal without pay or as a personal day.

E. In-service Days

Support staff may be provided with an opportunity to attend full in-service days scheduled during the calendar school year if the school budget is able to accommodate attendance. Support staff must attend and participate in the in-service days in order to be paid. These days will appear as days worked on an employee's timesheet. Personal days, sick days, and bereavement leave may not be used on in-service days.

Approved by School Committee: January 8, 2002

Sick leave bank policy Approved by School Committee: January 25, 2007

Revised: August 29, 2024

**EMPLOYEE RECEIPT AND
ACKNOWLEDGMENT**

I have received and read my copy of the Hawlemont Regional School District's School-Year Employee Handbook. I understand that this booklet provides a general outline of the District's employment practices and policies. I also understand that these practices and policies are subject to change by the School Committee and that such changes may add to, amend, modify, supersede, or eliminate the practices and policies in this booklet at any time.

I also am fully aware that this Employee Handbook does not constitute a contract of employment; rather it is intended to describe the District's personnel and employment policies. I understand that my employment is at-will and that I may be terminated without cause at any time, unless otherwise stated in a collective bargaining agreement which covers the position to which I am appointed.

Employee Signature

Date

HEALTH INSURANCE INCENTIVE - 2024-2025 SCHOOL YEAR

The Hawlemont School pays an annual incentive to employees who **do not** get health insurance through the school.

All employees must have health insurance coverage. This incentive is available **only** if you have coverage through another company.

Employees qualifying for full benefits will receive two payments. One at the beginning of December for half of the incentive and one in June for the second half of the incentive.

Please fill out this form and return it to Shannon Lovett by November 1, 2024.

_____ **I have insurance through Hawlemont, and do not qualify for this incentive**

_____ **I have insurance coverage through another company, and I qualify for this incentive**

Date

Staff Member - Please **PRINT**

Signature

MOHAWK TRAIL REGIONAL SCHOOL DISTRICT- HAWLEMONT REGIONAL SCHOOL DISTRICT
24 ASHFIELD ROAD
SHELBURNE FALLS, MA 01370

Superintendent of Schools
Sheryl Stanton

Business Administrator
Bill Lataille

Benefit Time Request/Report- All Staff Except Teachers

Please send this form to the Front Office at least three (3) school days (if possible) in advance of date requested
Please send this form to the Front Office upon return to school if reporting time used

To Principal: _____ School: _____

From Staff Member: _____ Date of Request: _____

I wish to request: _____ Report of Time used: _____ For the following day(s) _____

_____ **Personal leave** _____

_____ **Employee Sick Time** _____

_____ **Family Sick Time** Up to 5 per year _____

Indicate Relationship (must be family member and/or person living in the immediate household as per Article XI, Section F and I).

_____ **Vacation time** (12 month employees only) _____

_____ **Floater** (12 month employees only) _____

_____ **Bereavement** (indicate relationship) _____

_____ **Jury Duty** _____

_____ **Unpaid** *Please note that you MUST use benefit time available first, then will need Principal's approval at least 72 hours ahead of time.

the
Comment: _____

_____ Sub Scheduler's Signature _____ Employee Signature

_____	Approved <i>(contingent upon available benefit time)</i>	_____
_____	Not Approved	_____
		Principal's Signature

_____	Benefit Time Available	_____
_____	Benefit time not available—Comments _____	_____
		Signature- Payroll Dept.

_____	Approved <i>(contingent upon available benefit time)</i>	_____
_____	Not Approved	_____
		Superintendent's Signature

