

HANDBOOK
FOR NON-UNION YEAR- ROUND 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, and in this event you will receive written notification of the change(s) and these change(s) 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 YEAR-ROUND EMPLOYEE?

Year-round employees are employees who work throughout the entire year. The Year-Round Employee Handbook does not cover any other category of employee except those listed above. A Year-Round 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 employer. If this becomes necessary, the employee's supervisor will contact the employee. There is a separate handbook for School Year 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 all 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 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 Certificate:** 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. **Internet Acceptable Use Policy:** Employees will sign and return acknowledgment of the Internet Acceptable Use Policy within seven days of employment.

8. 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.

9. Criminal Offender 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 (CHRI) checks which require an employee to submit to a fingerprint-based state and national criminal history record check under state and federal law.

10. Medical Insurance Election Incentive Forms: Employees must indicate their intention to participate or not participate in the health incentive plan. This form invites employees who work 20 hours a week or more to indicate their desire to receive health benefits. If you are eligible for and wish to take advantage of Medical, Dental and/or Life Insurance Benefits, contact our Personnel and Benefits Coordinator at (413- 625-0192 ext. 1018) in the Central Office for the forms. Sign up immediately to avoid missing the deadline for enrollment (see under Fringe Benefits, below.)

To realize the maximum benefit each year the employee must participate in the complete insurance cycle Employees qualifying for full benefit will receive two payments of \$600.00 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.

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 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 Year-Round Employee Handbook, and in another position not covered by this handbook shall receive benefits under this Year-Round Employee 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 13 ½ paid holidays per year: Labor Day, Indigenous Peoples' Day, Veteran's Day, 1/2 day the day before Thanksgiving, Thanksgiving, the day after Thanksgiving, Christmas, New Year's Day, Martin Luther King Day, President's Day, Patriot's Day, Memorial Day, Juneteenth, and July 4th. 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 a regularly scheduled holiday falls on a weekend, full-time, year-round employees will be granted a day off with pay, on a day mutually acceptable to the employee and his/her supervisor unless the District is closed by the Superintendent. When Christmas Day or New Years 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. Floating Holiday

All year-round employees (excluding individuals who tutor in the summer or work in a District-run summer camp) will be granted one floating holiday. The employee must receive prior approval for the floating holiday by the Principal and Superintendent.

C. Vacations

Vacations are earned as follows (prorated for part-time personnel):

Through the first year of service:	One week of paid vacation is granted, prorated from the date of hire.
Second through Fourth Year:	(2) two weeks
Fifth through Ninth Year:	(3) three weeks
Tenth and thereafter:	(4) four weeks

Vacation must be taken in the year it is earned or it is forfeited. The dates for annual vacations must have prior written approval of the Building Principal, supervisor or Superintendent.

D. Health Insurance

Employees of the district who regularly work 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 do so within 21 days of their hire date. 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 and such other events that 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.

E. 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.

F. Health Insurance for Retirees

Please refer to the MTRSD website (<https://www.mtrsd.org/Human-Resources>). There you will also find the current Rate Sheet for premium information as it relates to health insurance for retirees. Contact the MTRSD Human Resources Department for further information.

G. 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 their date 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.

H. Life Insurance

Life Insurance with coverage of \$2,000 is available to all district employees 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. Contact the MTRSD Human Resources Department for further information.

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

I. 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.

J. 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).

K. Courses/Training

Work-related courses or training may be required by the District. In such cases, the District will pay for the course upfront and the employee's mileage for travel to and from the training will be reimbursed at the State Rate.

LEAVE POLICIES

A. Sick Leave

A total of 15 days per year (prorated for part-time) 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 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. On days of illness, notification should be given with as much advance notice as possible to your Principal or supervisor and the person designated to arrange for substitutes and report absences preferably the night prior to your absence but a minimum of two hours before the start of your 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 Sick Leave Bank 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 sick leave bank.

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.

Membership is voluntary.

B. 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.

C. Bereavement

The Principal or supervisor will grant up to five days of paid leave (per occurrence) in the event of a death of an immediate family member. Immediate family shall be defined as a spouse, parent, child, sibling, including step and foster relationships. The Principal or supervisor will grant up to three days of paid leave (per occurrence) in the event of the death of a grandparent,, grandchild, brother-in-law, sister-in-law, mother-in-law, father-in- law, or domestic partner. The Superintendent may grant additional unpaid leave. Bereavement days are for the purpose of attending the memorial service and for bereavement at the time of death. (One of these days may be taken later in the year to attend a memorial service.) Bereavement leave for individuals not included above must be specifically approved by the Superintendent. Absent such specific approval, an employee may request a personal or unpaid day.

D. Personal Leave

Three (3) days per year are allowed. (Prorated for part-time). A request for personal leave must be submitted 5 days in advance (except in the event of an emergency) to your building principal or supervisor. Unused personal leave will accumulate as sick leave.

E. 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.

F. Family and Medical Leave ACT 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 leaves 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 in each District building.

G. 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 in each District building.

H. 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.

I. 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 time sheets on a biweekly basis. Time sheets must be completed accurately and submitted in a timely manner. Paychecks will not be issued without a timesheet. Time sheets are signed by the Principal. Employees are hereby 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 and 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. Employees may contact 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 hours worked in excess of 40 hours per week, Sunday 12:00 a.m. through Saturday 11:59 p.m. Pay will be at "double time" for any previously authorized hours worked on Sundays or Holidays in excess of 40 hours during the work week.

F. Equalized Pay Policy:

1. Eligibility: Any employee who has worked at their present position for at least one (1) year is eligible for the equalized pay option.
2. Guidelines
 - (a) Time sheets will be filled out by all employees, even those on equalized pay.
 - (b) Depending on the date of the first pay period of the year, the first paycheck may be delayed or one-half of the first paycheck may be held.

(c) Equalized pay is OPTIONAL. Employees wishing to be paid under the equalized pay method will be offered this option when they sign their contract of employment.

G. Pay Schedule:

Support staff pay rates are determined based on prior related experience. Increases will be given based on merit. The Pay Schedule is drawn up annually to reflect any pay adjustments and is mailed to all year-round employees.

H. Longevity Stipend:

Any employee working more than a regular schedule of 20 hours per week with 15+ years of service to the District will be given a longevity stipend as follows:

After 20 years \$300

After 25 years \$500

After 30 years \$700

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.

OTHER INFORMATION:

A. Snow Days: Employees do not receive pay for snow days unless worked. On snow days when school buildings are closed for students and educators, the Superintendent may determine that central office and 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. 1- and 2-Hour Delays and Early Dismissal for Inclement Weather:

Employees will be paid for actual hours worked on days there are delays or early dismissal for inclement weather.

EMPLOYEES' RIGHTS & RESPONSIBILITIES

A. Workers' 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, national origin, gender identity, sexual orientation, pregnancy, pregnancy-related conditions, or age.

C. Smoke-Free Workplace

In accordance with School Committee Policy, smoking and the use of tobacco products, e-cigarettes and vaping devices within school buildings, school facilities or on the school grounds or on any school buses by any individual, including school personnel, is strictly prohibited. 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 in each District building.

E. Pregnant Workers' Fairness Act

It is the policy of the District to comply with the provisions of the PWFA. 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 to 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 in each District building.

EMPLOYEE RECEIPT AND ACKNOWLEDGMENT

I have received and read my copy of the Mohawk Trail 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: _____

Approved by School Committee: January 8, 2002

ADG 1-09-02

Revised: August 29, 2024

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 <small>Up to 5 per year</small> _____ <small>Indicate Relationship (must be family member and/or person living in the immediate household as per Article XI, Section F and I).</small>
_____	_____	Vacation time <small>(12 month employees only)</small> _____
_____	_____	Floater <small>(12 month employees only)</small> _____
_____	_____	Bereavement <small>(indicate relationship)</small> _____
_____	_____	Jury Duty _____
_____	_____	Unpaid <small>*Please note that you MUST use benefit time available first, then will need Principal's approval at least 72 hours ahead of time.</small> _____

the
 Comment: _____

_____ Sub Scheduler's Signature
 _____ Employee Signature

_____ Approved (contingent upon available benefit time) _____ Not Approved	_____ Principal's Signature
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_____ Benefit Time Available _____ Benefit time not available—Comments _____	_____ Signature- Payroll Dept.
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_____ Approved (contingent upon available benefit time) _____ Not Approved	_____ Superintendent's Signature
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