

# Central CUSD # 3 Dock Day Request Form - CERTIFIED STAFF

## School Board Policy on Dock Day Requests

7.5.3 Dock days are considered disciplinary in nature and will be reflected in the employee's evaluation. A dock day request will be considered if it is extraordinary in nature and out of control of the employee. Unpaid leave (Dock Day requests) will not be granted for purposes of other employment or vacations. Any such request will require the teacher to fill out the Central CUSD # 3 Dock Day Request Form for the dock days requested. This request must state the reason and be approved in advance by the Board or the Superintendent. This does not include FMLA leaves of absence. In case of an emergency, prior approval may be waived by the superintendent or Board without setting a precedent.

7.5.4 If the teacher ignores the Board's denial of such request, the teacher will be considered insubordinate; and the teacher may be suspended without pay for a period not to exceed five (5) days for the first offense. Upon a second occurrence of ignoring the Board's directive, the teacher may be suspended without pay for a period of thirty (30) days. Upon a third occurrence, the teacher may be subject to immediate dismissal.

### Request for Dock Day

I am requesting consideration of a dock day for a reason that is **"extraordinary in nature and out of my control"**.

Date of Dock Day(s) requested: \_\_\_\_\_

Please state the reason for the request that is **"extraordinary in nature and out of my control"**.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I understand that should my request be denied and I choose to still use the dock days, then I will be suspended without pay for one (1) day for every day that I am gone from work.**

Signature of employee: \_\_\_\_\_

Date submitted to Superintendent: \_\_\_\_\_

\_\_\_\_\_  
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