

Central CUSD # 3 Dock Day Request Form - Educational Support Staff

School Board Policy on Dock Day Requests

8.6.1 Dock days are considered disciplinary in nature and may be reflected in the employee's evaluation. A dock day request may 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 for dock days must state the reason for the request 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.

Should an event occur that is extraordinary in nature and out of control of the employee, the employee may request a dock day by completing the Dock Day Request Form submit the form to the Superintendent/Board for consideration.

If the employee ignores the Superintendent's/Board's denial of such request, the employee will be considered insubordinate and the employee may be suspended without pay for a period not to exceed five (5) days for the first offense. Upon the second occurrence of ignoring the Board's directive, the employee may be suspended without pay for a period of thirty (30) days. Upon the third occurrence, the employee 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"**.

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: _____

