

**Series 3000 Personnel**

**Section 3200 Professional Personnel**

**Policy 3203 Time Away From Work**

3203.1 DEFINITIONS

3203.1.1 TIME AWAY FROM WORK DAYS (“TAW”) - TAW days are days that are uncompensated days on which a 240 day professional employee is not required to work.

3203.1.2 CREDIT - TAW days shall be credited for the entire school year at the beginning of the year. Employees with 240-day employment contracts shall receive twenty-one (21) days of TAW per fiscal year.

3203.2 COMPUTATION

3203.2.1 TAW days shall be prorated throughout the complete employment term regardless of when the TAW is actually taken. An employee who uses more than one and three-fourths (1-3/4) days of TAW per month will be required to reimburse the Board for the full amount of the salary paid but not earned if the employee retires, resigns or transfers to a position with fewer than 240 days of employment prior to the end of the fiscal year. This amount due to the Board will be deducted from the employee’s final paycheck. If the amount due to be reimbursed to the Board is more than the amount available to be deducted from the employee’s last paycheck, the employee shall promptly reimburse the Board for the remaining amount.

3203.3 PROCEDURES

3203.3.1 All requests for TAW must be approved by the immediate supervisor or designee in advance and must be called into the automated call out system in advance. TAW requests will generally be approved when the TAW will not reasonably interfere with the employee’s normal duties and the operations of the school system as determined by the immediate supervisor or designee.

3203.4 RESIGNATION, RETIREMENT AND TRANSFER

3203.4.1 If an employee entitled to TAW days resigns, retires or transfers to a position which would not entitle that employee to TAW days, the employee shall immediately forfeit all accumulated, but unused TAW days. However, to the extent possible, the employee shall be allowed to use any unused TAW days prior to the effective date of her/his retirement, resignation or transfer.

3203.5 CARRYOVER

3203.5.1 No more than six (6) TAW days may be carried over from one fiscal year to the next unless approved by the Superintendent.

Approved by Harrison County Board of Education

Effective Date: 11-16-04