

Series 3000 - Personnel

Section 3300 - Service Personnel

Policy 3303 - Time Away From Work

3303.1 DEFINITIONS

3303.1.1 TIME AWAY FROM WORK DAYS (“TAW”) - TAW days that are uncompensated days on which a 250 day service employee is not required to work.

3303.1.2 CREDIT - TAW days shall be credited for the entire school year at the beginning of the year. Employees with 250 day employment contracts shall receive eleven days of TAW.

3303.2 COMPUTATION

3303.2.1 TAW days shall be prorated throughout the complete employment term regardless of when the TAW is actually taken. An employee who uses more than .92 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 250 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.

3303.3 PROCEDURES

3303.3.1 All requests for TAW must be approved by the immediate supervisor and 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.

3303.3.2 Service employees with a 250 day employment term must exhaust all of the TAW days before using a vacation day.

3303.4 RESIGNATION, RETIREMENT AND TRANSFER

3303.4.1 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 his/her retirement, resignation, or transfer.

Approved by Harrison County Board of Education

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