

WORKDAY ALTERATIONS FOR COURSE WORK

Section GACI, general personnel policies, outlines the terms of the contract of employment or agreement of employment for all employees.

“Unless otherwise indicated in the contract or agreement of employment, the workday of full time school personnel shall be eight hours in length, his or her salary commensurate with the time lost, based on his or her per diem rate.

Employees who take night courses may request permission to leave one time a week. If approved, this absence will be without a reduction in pay and the method of making up the time lost shall be prescribed by the supervisor.

Request to be Absent During Work Day for Class Attendance

This form is to be completed by all administrators, all 50 week certified employees, and all classified employees who take course during the workday.

- 1. Name \_\_\_\_\_
- 2. Position Title \_\_\_\_\_
- 3. Name of Course \_\_\_\_\_
  - a. Hours Taught : From \_\_\_\_\_ to \_\_\_\_\_
- 4. Where course is taught \_\_\_\_\_
- 5. Anticipated time Away From Duty: From \_\_\_\_\_ to \_\_\_\_\_
- 6. Hourly Rate:
  - a. Before June 30 \_\_\_\_\_
  - b. After July 1 \_\_\_\_\_

The above request is approved (not approved) and the Office of Personnel Services in authorized to deduct the hourly rate required under Policy GACIA.

Approved \_\_\_\_\_ Date \_\_\_\_\_  
Supervising Officer

Not Approved \_\_\_\_\_ Date \_\_\_\_\_  
Supervising Officer