

*Early Dismissal Requests*

The Board requires that each employee complete the school year for which he/she has contracted to work. Any request for early dismissal on the part of an employee must be made to the Superintendent as early as possible before the end of the school year giving full particulars. The decision of the Superintendent will weigh the welfare of the pupils and the benefit to the school system versus the need of the employee.

If an employee is granted early release at his/her request, his/her salary will reflect days worked only. Pay deduction shall be based on 1/200 of annual salary for each day not worked.

If an employee is requested by the Board of Education to attend a training program or is directed to be present at a specific program, he/she shall not be subject to any loss of salary for the days absent from regular employment.

It is important to note that mere willingness to lose pay does not permit one to be absent arbitrarily. Early dismissal will only be granted when the interests of the District are basic to such a request.