



## Dock Day Request

Today's Date: 4/10/2025

A dock day means a work day on which the employee is absent from work and for which the employee: a) has no remaining paid leave to cover said absence, or b) has requested that he/she not be paid and that his/her accrued paid leave not be debited for that missed day.

Please note - The use of dock days is discouraged unless necessary. In addition to the approval of the building principal and the superintendent, the request will be taken to the Board for approval.

*Please fill out form using blue or black ink. Fill out one form per date or continuous date range requested. Failure to fill out this form completely and accurately could result in a delay in processing of the request.*

Name: Tracey Thompson School/Building: Primary School

Date Requested: May 21 -May 22

Sub Required: Yes ☒ No ☐

- I am taking a (circle one): Full Day ☒ Half Day AM ☐ Half Day PM ☐ May 21
- I need a sub for (circle one): Full Day ☐ Half Day AM ☒ Half Day PM ☐ May 22

Reason for requesting dock time (Required): Business award trip

Principal: Approved ☒ Denied ☐ / Superintendent: Approved ☐ Denied ☐

Employee Signature:

*Tracey Thompson*

Principal Signature:

*Shelly Timm*

Superintendent Signature: