



Dock Day Request

Today's Date: 7/29/2025

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: Stephanie Brown School/Building: Middle School

Date Requested: 8/27-29/25 ; 1/23-30/26; and 2/2-6/26

Sub Required: Yes ☐ No ☒

• I am taking a (circle one): Full Day ☒ Half Day AM ☐ Half Day PM ☐

• I need a sub for (circle one): Full Day ☐ Half Day AM ☐ Half Day PM ☐

Reason for requesting dock time (Required): Condition of hire – the time has already been approved by previous district. NOTE (per Connie) – No sub for August absence. Check with her for Jan/Feb dates closer to time of absence.

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

Employee Signature: Stephanie Brown

Principal Signature: _____

Superintendent Signature: [Signature]

Shawnna Rule

From: Connie Matthews
Sent: Monday, July 28, 2025 11:47 AM
To: Todd Hellrigel; Elaine Askins; Shawnna Rule
Subject: Dock days for new employee

Hello all -

Stephanie Brown is a new hire as an interventionist paraprofessional at the middle school. In her interview, upon condition of her hire, we agreed to honor some dock days that she already had approved at her previous district. Those days are:

August 27th, 28th, and 29th

January 23rd, 26th, 27th, 28th, 29th, 30th

February 2nd, 3rd, 4th, 5th, 6th

I know for sure that no sub will be needed for the August dates, as we are doing STAR benchmark testing for interventions during that time, but I will discuss that Jan-Feb dates later, we may sub internally for have teachers cover interventions at that time. I will discuss that with Todd at a later date.

I just wanted to let you all know.

Thank you so much.

Mrs. Connie Matthews

Principal

Midwest Central Middle School

121 N. Church St.

Green Valley, IL 61534

309.352.2300, ext. 200

<https://www.midwestcentral.org/>



"It's a great day to be a Raider!"