



Dock Day Request

Today's Date:

6/25/2025

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:

Laura Williams

School/Building:

Primary

Date Requested:

8/27 - 1/2 day pm
8/28 - full
8/29 - fullSub 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):

Son's graduation from Marine Corp boot camp

Principal: Approved ☐Denied ☐

/

Superintendent: Approved ☒Denied ☐

Employee Signature:

Principal Signature:

Superintendent Signature: