



Dock Day Request

Today's Date: 4/9/2026

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: Sarah Haley School/Building: Middle School

Date Requested: May 7, 2026 & May 8, 2026

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): My partner just passed the Illinois bar exam and is being sworn in as an attorney at the federal court building in Springfield. Following his swearing in he will be receiving an award and graduating from Gonzaga University's law program in Spokane, Washington. These two days will allow me to travel, and celebrate and support my partner's amazing accomplishments in becoming an attorney in Illinois.

Principal: Approved Denied / Superintendent: Approved Denied

Employee Signature: Sarah Haley

Principal Signature: [Signature]

Superintendent Signature: [Signature]

Board Meeting date - 4/15/24