

Board of Education Policy 7.4830
Administrative Procedures

Mandated Workdays

SYSTEM

All employees whose work schedule is driven by the board-approved calendar are required to work on a mandated day.

- Teachers
- Counselors
- Media Coordinators
- Teacher Assistants

Absences can only be coded as sick leave or a day without pay.

A supervisor has the authority to require individuals whose work schedule is not driven by the calendar to work on a mandated day.

- Secretaries
- Registrars
- Office Support Personnel
- Administrators
- Custodians
- Child Nutrition
- Central Office Personnel
- Transportation Personnel
- Maintenance Personnel
- Warehouse Personnel

SCHOOL LEVEL MANDATED DAYS

The principal in collaboration with the Building Leadership Team (BLT) shall determine the workdays mandated at the school level. It shall also be the responsibility of the principal and BLT to designate the group(s) of employees required to work on a specific day.

School-Based Mandated Workdays

School: _____

Date Mandated: _____

Target Group: _____

Rationale: _____

Target Group Notification: _____

(Date)

Date Mandated: _____

Target Group: _____

Rationale: _____

Target Group Notification: _____

(Date)

Date Mandated: _____

Target Group: _____

Rationale: _____

Target Group Notification: _____

(Date)

Date Mandated: _____

Target Group: _____

Rationale: _____

Target Group Notification: _____

(Date)