

WORKDAY ALTERATIONS FOR COURSE WORK

Administrators\*, certified fifty week employees, and classified staff shall not take courses during the workday. The workday is defined in Policy GACI.

Exceptions to the above statement may be granted with the fulfillment of the following conditions: permission may be granted to an individual to take a course or courses during the workday with the approval of the immediate supervisor and an acceptance of a reduction in salary commensurate with the time lost based on per diem.

For those taking night courses, permission may be granted to leave one time a week early if necessary to take a night course. The immediate supervisor shall designate the manner in which the time shall be made up without deduction in pay.

\*Defined as all management personnel

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