

## Policy 5050

### Unpaid Leave or “Dock Days” Policy

Employees of Clay County Schools shall not be absent from their assigned duties beyond their accrued paid leave days except as specifically authorized by the Superintendent or his/her designated representative. No employee shall be permitted to exercise a dock day unless he/she has first submitted a prior written request to exercise a dock day. Such prior written requests shall be addressed and submitted to the Superintendent or his/her designee no later than 12:00 noon on the day before the proposed use of the dock day.

Requests for permission to exercise a dock day submitted on or after the day on which the employee has actually exercised a dock day shall not be approved absent extraordinary circumstances of an emergency nature which excuse the failure of the employee to obtain prior permission. Extraordinary circumstances will be at the discretion of the Superintendent or his/her designee.

The Superintendent may approve up to a maximum of three dock days total per school year.

Violations of this dock days policy shall constitute insubordination and/or willful neglect of duty within the meaning of W. Va. Code §18A-2-8. Employees violating this policy are subject to disciplinary action up to and including unpaid suspensions and termination of employment.

Approved: August 20, 2024