

Title: Pay Deductions For Partial Day Absences

The District provides approved leave to employees. As public employers, school districts are expected to record and monitor the work employees perform and to conform to principles of public accountability in their compensation practices.

When an employee is absent from work for less than one work day, the employee's pay will be reduced or the employee may be subject to a pay deduction if:

- the employee has not sought permission to use paid leave for this partial-day absence;
- the employee has sought permission to use paid leave for this partial-day absence and permission has been denied; or
- the employee's accrued paid leave has been exhausted.

In each case stated above in which an employee is absent from work for part of a work day, a deduction from compensation will be made or the employee will be placed on leave without pay for a period of time which is equal to the employee's absence from the employee's regularly scheduled hours of work on that day.

All deductions in pay shall be made in accordance with applicable law, and improper pay deductions are prohibited by this policy. If an employee believes that an improper deduction has been made, the employee should immediately report this information to the Human Resources Department for investigation. If it is determined that an improper deduction has been made, the employee will be promptly reimbursed for any such improper deduction made.

Cross References:

414, 421, 424

Legal References:

Iowa Code 279.8; 91A; 29 CFR Part 541

Approved: March 22, 2005

Reviewed: June 23, 2020

Revised: March 30, 2010

April 28, 2015