



# ST. MICHAEL - ALBERTVILLE SCHOOLS

EXCELLENCE IS OUR TRADITION

## Time Off Without Pay

All without pay requests will be limited and require your supervisor's and the superintendent's pre-approval (except in emergency situations).

**When may I take time off without pay?** Time off without pay will generally be approved for emergency situations or events where no other time off code is appropriate.

**When and how do I request time off without pay?** Please request all no pay days in advance when possible in Skyward. In cases of emergency, you should call your supervisor and/or superintendent for approval and then request the time off in Skyward.

**Who approves my time off without pay requests?** All time off without pay requests will be approved first by your supervisor and then by the Director of Administrative Services.

**When will my pay be deducted?** Support staff: Your pay will be deducted on the same paycheck that your hours worked would have been paid. Certified staff: Your pay will be deducted quarterly.

## Other Leave

Other leave is a PAID code. Please use it for time spent on work field trips (not your child's school trip as a volunteer) or District business that you are required to attend for your position and a substitute will be hired for your regular duties.

This code should also be used for coaching, union representative duties or jury duty during your regular scheduled work hours. It may also be used by salaried employees for comp time approved in advance by your supervisor. **Do not use this code for unpaid personal business.** District office staff will be monitoring the use of this code and may ask for clarification. All entries for other leave MUST include a description.

**Jury Duty:** Time gone from work during your regular scheduled work hours for required jury duty will not be deducted from your pay. Certified and support staff should enter all time gone for jury duty with the Other Leave code using the Jury Duty description. Support staff should not punch in for time gone for jury duty in True Time. Once the leave is approved, this time will show up in True Time under paid hours off. **You are required to submit payment to the district for stipends you receive for jury duty.** If the check you receive only includes pay for your time, you may sign the check and turn it into the district office. If the check includes pay for your time and reimbursement for travel or other expenses, you will need to turn in a copy of the check stub and a personal check for the amount you received for your time.

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