

PLAINFIELD PUBLIC SCHOOLS

LOST TIME FOR HOURLY EMPLOYEES

When hourly employees lose time at work due to delayed openings, early dismissals or cancellations, they may use a personal day or vacation day or as contracts provide. This time must be indicated on their time card indicating which option is being used. The time must be recorded in whole hours. Compensatory time may also be used with approval of the supervising administrator. Compensatory time must be performed within the forty-hour week in which the time was lost whenever possible. This must be accurately reported on the time card.

Proposed: 8/23/94

Adopted: 9/14/94

Revised: 8/13/14