

BRIEF ABSENCES DUE TO RESERVE DUTY COMMITMENTS

It is the policy of the Wakefield School Board to allow staff members to meet any legal commitments due to membership in a military reserve organization of the United States, or when selected for jury duty, to be absent from their duties. This may be extended by board action under unusual circumstances.

It is expected, whenever possible, the staff member will notify the board through the principal in advance of the call to duty.

The regular salary of the staff member will be continued as well as benefits while absent for the above commitments, minus the reimbursement received from the reserve organization or the court system.

The staff member must submit verification through a contract or pay stub to allow for the payroll department to adjust the salary. No check will be issued until verification of pay is received.

Ms. Sarah Hayes, Chairperson
Mrs. Ann Glidden
Mr. Joseph Fleck
Mr. Nathan Fogg
Mrs. Laurie Howe

Adopted by the Board: 3, March 2004