

HARRISBURG SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: TIME AWAY FROM WORK
SITE

ADOPTED: NOVEMBER 19, 2012

REVISED:

	<p style="text-align: center;">331.1. TIME AWAY FROM WORK SITE</p> <p>1. Purpose The purpose of this policy is to identify the purpose and procedures to be followed by individuals approved to participate in time away from normal work duties.</p> <p>2. Authority Approved time away from normal duties is a privilege granted to individuals by the Board; a privilege whose primary purpose is to directly or indirectly improve the well-being of the district students.</p> <p>3. Delegation of Responsibility While on approved time away from work, an individual represents the Harrisburg School District, and his/her attitude and behavior has a direct impact on the image of the Harrisburg School District. One's comportment, therefore, shall always be irreproachable and advantageous to the district.</p> <p>4. Definitions Time Away from Work - Activities where an individual is assigned to perform regular duties in a location different from the normal work site. District Funds - Those funds appropriated by the Board in the district's General Fund Budget. Other Funds - Those funds received independently of the General Fund from government, foundations, business, industry and similar sources.</p> <p>5. Guidelines <u>Role Of Superintendent</u> The Superintendent may approve time away from work provided the district or other funds required do not exceed those available in the approved school or program budget. Approval shall be based upon the value of the activity to the requesting individual's duties and responsibilities. <u>Notification</u> The Superintendent or designee shall notify the individual of the Superintendent's decision.</p>
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	<p><u>Annual Report</u></p> <p>The Superintendent shall provide an annual report to the Board specifying the expenditures for approved time away from work and a general description of activities during the preceding school year.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p>
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