

**BOARD OF TRUSTEES
CHURCHILL COUNTY SCHOOL DISTRICT**

EMPLOYEE RELEASE TIME

No employee shall be authorized to leave the school system early or return to the system late following vacation periods as a personal convenience unless advance arrangements have been made with, and approved by, the Site Administrator. Specific holiday leave for classified personnel shall be determined at the beginning of each school year by the Administration and announced accordingly.

ADOPTED:

REVISED: 12/21/98, 12/10/08

REVIEW:

REVIEW RESPONSIBILITY: Director of Human Resources